

Weekly Management Report

December 5, 2014

1. **Staff Report** – Burbank Water and Power October 2014 Operating Results – Burbank Water and Power
2. **Memo** – Low Income Assistance Programs – Burbank Water and Power
3. **Memo** – Burbank Jail In Custody Death Review – Burbank Police Department
4. **Memo** – Annual Increase/Decrease in the Burbank Business Tax Adjusted by the Producers Price Index (PPI) for the Calendar Year 2015 – Community Development Department
5. **Synopsis** – High Speed Rail Project Legislative Briefing of November 19, 2014 – Community Development Department
6. **Memo** – Removal of Podocarpus Blocking Sculpted Panels at City Hall – Parks, Recreation and Community Services Department
7. **Memo** – Community Garden Update – Parks, Recreation and Community Services Department
8. **Memo** – 2014-15 Regional Winter Shelter Program/Proposed Street Outreach Program – Community Development Department
9. **News Releases** – Burbank Police Department
 - Burbank Police Department Achieves CALEA Accreditation
 - Burbank and Glendale Police Joint Air Support Unit Welcomes New MD 520N Helicopter
 - Burbank Police Officers Association and Burbank Police Department Command Staff Donate \$1500 to the Burbank Temporary Aid Center
10. **Synopsis** – Alameda North Neighborhood Protection Plan (NPP) Working Group Meeting of November 6, 2014 – Community Development Department
11. **Synopsis** – San Fernando Valley Council of Governments (COB) Board Meeting of November 24, 2014 – Community Development Department

12. **Synopsis** – Transportation Commission Meeting of November 17, 2014 – Community Development Department
13. **Synopsis** – Traffic Commission Meeting of November 20, 2014, Public Works Department
14. **Synopsis** – Landlord-Tenant Commission Meeting of December 1, 2014 – Community Development Department
15. **Synopsis** – Civil Service Board Meeting of December 3, 2014 – Management Services Department
16. **Notes** – City Notes – City Manager



7A.

**CITY OF BURBANK
BURBANK WATER AND POWER
STAFF REPORT**

DATE: December 4, 2014
TO: BWP Board
FROM: Ron Davis, General Manager, BWP
SUBJECT: October 2014 Operating Results

SAFETY

Burbank Water and Power had one new reportable lost time injury during October 2014.

Water Results of Operations

For the month of October, potable water usage was 10% lower than budgeted primarily due to conservation. Conservation was driven by the Stage II Burbank Sustainable Water Use Ordinance that went into effect on August 1, 2014. The ordinance limits landscape watering in Burbank to 3 days per week and for no more than 15 minutes each day for each irrigation station. October Potable Water Revenues were \$242,000 lower than budgeted and Recycled Water Revenues were \$29,000 lower than budgeted. October Water Supply Expenses were \$101,000 lower than budgeted, corresponding to lower demand. October's Gross Margin was \$170,000 lower than budgeted and Income before Aid in Construction was \$141,000, which was \$177,000 lower than budgeted.

Similarly, October fiscal-year-to-date (FYTD) potable water usage was 11% lower than budgeted primarily due to conservation and the implementation of the the Stage II Burbank Sustainable Water Use Ordinance. FYTD October Potable Water Revenues were \$1,063,000 lower than budgeted and Recycled Water Revenues were \$126,000 lower than budgeted. October FYTD Water Supply Expenses were \$596,000 lower than budgeted, corresponding to lower demand. The FYTD Gross Margin was \$643,000 lower than budgeted. Operating Expenses were \$349,000 lower than budgeted; and Income before Aid in Construction was \$1,470,000, which was \$169,000 lower than budgeted.

Electric Results of Operations

For the month of October, electric loads were 3% lower than budgeted primarily due to conservation which was partially offset by warmer than normal temperatures; Retail Sales were \$458,000 higher than budgeted. October Power Supply Expenses were \$1,290,000 lower than budgeted due to lower retail load and higher than planned IPP true-up credits. October's Gross Margin was \$1,748,000 better than budgeted. Income before Aid in Construction was \$2,939,000, which was \$1,713,000 better than budgeted.

FYTD October electric loads were 2% lower than budgeted primarily due to conservation which was partially offset by warmer than normal temperatures; Retail

Sales were \$5,000 better than budgeted. FYTD Power Supply Expenses were \$4,435,000 lower than budgeted due to lower loads and larger than planned power supply true-up credits, partially offset by receiving more energy than planned from Copper Mountain. October's FYTD Gross Margin was \$4,386,000 better than budgeted. FYTD Operating Expenses were \$1,702,000 lower than budgeted. Income before Aid in Construction was \$11,265,000, which was \$6,450,000 better than budgeted.

WATER DIVISION

State Water Projects and Burbank Operating Unit (BOU) Water Production

The State Natural Resources Agency has completed the release of preliminary draft chapters of the Bay Delta Conservation Plan (BDCP). This has caused an increased volume of conversation and proposals of alternate plans that tend to transfer impacts to others or, not so subtly, create conditions that would stop the proposed BDCP solution. The State Natural Resources Agency released a revised plan/tunnel alignment for the BDCP that would reduce the impact of the project to private property both during and after construction. The BDCP is very much in the news with supporters and detractors active on a daily basis. Governor Brown supports the approval of the BDCP. The Public Draft of the plan was released December 13, 2013 and all final environmental documents were made available in spring 2014. A significant public outreach effort supporting the BDCP is underway. A Study Session with the City Council on the BDCP was held January 28. Public comments on the draft were originally due on April 14, but that date has been revised twice and the final date to submit comments was July 29. The State Agencies receiving the public comments are reviewing them and will then recirculate the revised documents for further public comment in early 2015. Recirculation of the documents will strengthen the proposed project to ensure it meets the objectives and reduces environmental impacts. The final documents will then be ready for adoption and any decisions about proposed actions.

The Legislature finally agreed on an amended water bond that had been deferred in 2010 and 2012. The proposed bond is \$7.5B and has \$2.7B for surface storage projects. The ballot measure was approved August 13, after the deadline for printing the ballot information was extended by two days. It appeared on the November 4, 2014 ballot as Proposition 1 and passed.

The initial State Water Project (SWP) Allocation for 2014 was released on December 1, 2013 at 5%. The Governor issued a Drought State of Emergency Proclamation on January 17. The proclamation calls on all Californians to conserve water in every way possible. The voluntary actions called for could forestall future mandatory restrictions. The proclamation also gives state water officials more flexibility to manage supply throughout California under drought conditions. The 2014 SWP allocation was subsequently reduced to 0% on January 31. Due to late winter storms, the allocation was revised to 5% on April 18 and is the final allocation for the water year that ended September 30, 2014.

BWP and the Metropolitan Water District (MWD) have been calling on all residents and member agencies to conserve water. Investments by MWD, (\$5B) since 1992, have built storage facilities and programs which now provide relief from immediate mandatory rationing as occurred in the past. MWD began a media ad campaign on March 28

amplifying its message urging voluntary water conservation. BWP started a similar campaign in late February. MWD raised the incentive for turf removal to \$2 sq. /ft., and extended rebates for rain barrels and high efficiency toilets on May 14. The MWD Media campaign was intensified in both TV and radio media on July 1. A Study Session on Drought Management/Response was held April 22 with City Council. The State Water Resource Control Board issued emergency drought/water use regulations on July 15 to be effective on August 1. The regulations prohibit specific water use/waste practices and provide for issuing citations and subsequent fines for individuals and water retail agencies that violate the prohibitions. Burbank's Sustainable Water Use Ordinance, currently in force at Stage 1, prohibits the specified water wasting practices. The emergency regulation also requires Water Agencies to limit outdoor watering to two days per week unless the water Agency has a Water Shortage Contingency Plan. In that instance the agency must activate the Plan to a level that begins to limit outdoor watering. In this case Burbank would have to activate Stage 2 which limits outdoor watering to three days a week April through October. Watering is limited to one day a week, Saturday, November through March. On July 22 Council voted unanimously to enact Stage 2 of the Sustainable Water Use Ordinance, effective August 1. Residents and Council have expressed concern that one day a week may not be enough. This was discussed at length at Council on November 4 with Council voting to retain the one day a week limit in the existing water use ordinance. Data for July, August, September and October shows sales to be 8.4%, 8.57%, 12.42% and 8.65% below budget for those months, respectively. Sales for the FYTD are 9.55% below budget with water into the system 9.75% below budget. Given that temperatures this year have been higher than normal, the 9.55% reduction in use YTD (266 million gallons) can reasonably be attributed to conservation efforts by our customers.

MWD has been reconfiguring system operations to maximize use of Colorado River water to serve those agencies to which Colorado River water can be delivered and conserve the stored SWP water to serve the Member Agencies (Las Virgenes, Calleguas, and Eastern MWD) that can only be served by SWP water. Burbank is receiving treated Colorado River water as of the beginning of April. Notice to customers as to the increase of water hardness due to the change of supply source was posted on the BWP web site and went out in a recent issue of Currents.

As of the end of January, 7,000 acre feet of water were spread as budgeted for the fiscal year 2013-14. During the meetings with MWD regarding serving Burbank with treated Colorado River water, MWD staff was made aware that this coming winter BWP would need 7,500 acre feet of SWP water for spreading at Pacoima and that this should be figured into the supply plan. MWD has since contacted BWP and LADWP and has facilitated a water exchange between the two parties, such that MWD Colorado River water will be delivered to LA-35, at BWP's expense, and an equal volume of LADWP ground water credits will be transferred to BWP. BWP will still spread 50 acre feet in order to turn the water volume over in the tunnel to maintain water quality. The exchange agreement was approved by the LADWP Board on November 18.

The contract operator for the BOU, Ultura, notified BWP staff at the beginning of July that their corporate parent company was insolvent and headed for bankruptcy. They projected that they would not be able to continue to operate the BOU past the end of July. Water Division staff was able to conduct a quick Request for Information, select a viable O&M contractor, get EPA concurrence and with the help of the City Attorney's Office get a new operation contract in place for a seamless transition on August 1. The

new O&M Contractor, Terranear, is performing well, helping to resolve unpaid support service invoices from the prior contractor. The BWP Board approved a one year extension contract at the November Board meeting with renewal beginning in December. A full RFP will be issued next year for O&M contract services to operate the BOU as required by City procurement policy.

The BOU was 88.58% available for service in October. One Liquid Phase Granulated Carbon Filter was offline 18 days for carbon change out before it came back on-line. The plant was also offline two days for the PLC/SCADA replacement project. All wells were available for service. The effects of the 3 day a week landscape watering restriction is having an impact as August, September and October water into the system are well below budget. Water into the system is about 7% less than the same period last year.

Availability	Production	Average Flow Rate (gallons per minute)
88.58%	63.75%	5,737

Project Updates:

Work began on installing 320 l.f. of copper pipe in the alley west of Glenoaks Blvd. between Angeleno Ave and Olive Ave in mid-October. This replaces the old 2-inch steel pipe that consistently sprang leaks. Work was completed the first week of November.

Work began on installing 1300 l.f. of 12-inch ductile iron water main in Hollywood Way from Clark Ave. to Magnolia Blvd the first week of September. The project was complete in mid-November.

Work began on installing 750 l.f. of 8-inch ductile iron water main in the Ash, Varney, Valencia loop between Flower St. and the I-5. Work is expected to be complete mid to late December.

Two of the four large booster pumps ("D" and "A") from the Valley Pumping plant have been overhauled and are back in operation. Pump "C" is now in the shop for overhaul and is expected to be back at the beginning of January. These are the pumps that put BOU treated water into the distribution system. Pump "B" will follow in succession.

Reservoir #4 (Palm Ball field) was drained for inspection and joint/crack repair. The work is complete. The reservoir was filled, tested for VOC's and was back in service mid-November.

The second phase of the Warner Brothers Ranch was converted in September. The Village area (Phase I) of Warner Brothers' main lot, 431 Bob Hope Dr. (condos/HOA) and the Burbank Studios area under the power lines were converted in October. The National Guard Armory, Burbank Avalon Apts. (Angeleno & 3rd) and Warner Brothers' Village Phase II will be done in November with the additional possibility of Fry's Electronics. The final portion of Izay Park will be complete by mid-December.

A meeting with Warner Brothers Studios at the beginning of September produced their schedule for irrigation conversions at the Ranch and Main studio in phases through 2018. Recent progress is discussed above. Warner Brothers is doing a test conversion of one of their cooling towers with alternate chemical treatment which should lead to conversion of others on their property. Cooling tower conversion at the Disney Studios is to follow the landscape conversion but we still lack a current schedule. Letters have been sent to St. Josephs and the M. David Paul Co. about conversion of their cooling towers. The education of property owners about the use of recycled water in cooling towers is coming to the forefront in getting the conversions done.

BWP will be installing a main extension in Alameda in front of the Burbank Studios and installing a service that will feed the new cooling towers the Studios will put in place over the Christmas break. The Burbank Avalon Media Center (Oak & Pass) is in process for conversion to recycled water.

BWP continues to work with Valhalla Memorial Park to coordinate their conversion of the larger portion to recycled water for irrigation and with the School District to move them forward in converting additional schools to recycled water. It is likely BWP staff will assist the School District with conversions on a cost reimbursable basis.

Fire Hydrant Relocation at I-5 South Buena Vista off ramp for the Caltrans Freeway Widening Project



LOCATION OF EXISTING HYDRANT NEAR OFF RAMP



TRENCHING FOR THE NEW LOCATION



INSTALLATION OF PIPE HYDRANT LATERAL



HYDRANT RELOCATED AWAY FROM THE OFF RAMP

DISTRIBUTION

ELECTRIC RELIABILITY

Outages

BWP experienced one sustained feeder outages in October 2014. In the past twelve months, automatic reclosing has reduced customer outage time by approximately 963,938 customer minutes.

Reliability Measurement	Nov 2012-Oct 2013	Nov 2013-Oct 2014
Average Outages Per Year (SAIFI)	0.1931	0.2496
Average Outage Duration (CAIDI)	88.73 minutes	22.72 minutes
Average Service Availability	99.996%	99.9989%
Average Momentary Outages Per Year (MAIFI)	0.3603	0.2302
No. of Sustained Feeder Outages	20	10
No. of Sustained Outages by Mylar Balloons	5	0
No. of Sustained Outages by Animals	2	0
No. of Sustained Outages by Palm Fronds	2	1

PROJECT UPDATES:

Alameda/Hollywood Way Substation Restoration

Staff has placed on hold further design development of the landscape restoration and graphic branding project at the outmoded Alameda/Hollywood Way Substation until public improvements surrounding the neighboring Talaria project are determined.

Naomi-15 12kV Conversion

Significant construction along Oak St. has been completed. New poles have been set, new conductor has been installed and energized, and much of the old conductor and poles have been removed or abandoned. In mid-November, crews were pulled off the project to commence work on the T-10/T-20 project. The engineering is complete and the work order has been issued. Construction was started in September and the circuit is anticipated to be converted to 12kV by July of 2015.

Town-10 & Town -20 Rebuild

Engineering is complete and the work order was issued in early October. Construction will start when loading levels allow, which is anticipated to be mid-December.

Burbank-3 12kV conversion

Engineering work has started on the pole line rebuild and conversion of the Burbank-3 circuit. This feeder is currently 12kV; however, it is being stepped down to 4kV to feed existing circuits that could not be rebuilt to 12kV standards due to time constraints on replacing the older 4kV station. Engineering is anticipated to be completed in December of 2014 and issued to the field by January of 2015. Construction is scheduled for FY 15/16.

Deloading of heavily-loaded circuits

Engineering design is complete and work orders issued for construction to alleviate heavily-loaded circuits including Town-4, Town-10, Town-20, Victory-4, Victory-7, and Winona-14.

CALTRANS I-5 Widening

BWP is awaiting Caltrans' contractor to begin the next phase of constructing the utility infrastructure from the intersection of Victory Place and Empire Avenue to the east side of the I-5 Freeway, just west of Grismer Avenue. Substructure construction for the area commenced in early October and will continue for several months.

STREET LIGHTING

LED Replacement Program

In accordance with the 2014 Street lighting Master Plan, BWP began replacing 100W and 250W HPS streetlight luminaires with LED luminaires. Replacement is carried out on a maintenance basis and LEDs are installed daily as the HPS luminaires burn out. Currently, the CREE XSPR 42W has been selected to replace the 100W HPS luminaire and the CREE XSP2 102W replaces the 250W HPS luminaire. To date, 4.43% of the

total streetlight luminaires have been converted to LEDs and Table 1 below details the breakdown of the light in the City's street lighting system as a percentage of the total.

TYPE OF LAMP	# OF LIGHTS MAY 2014	# OF LIGHTS TO DATE	UNIT CHANGE	% OF TOTAL # OF LIGHTS
HIGH PS SODIUM				
70W	19	19	0	0.20
100W	3,664	3,469	-195	36.54
150W	17	17	0	0.18
200W	3	3	0	0.03
250W	2,979	28.42	-137	29.94
360W	14	14	0	0.15
400W	2,157	2,158	1	22.73
LOW PS SODIUM				
55W	137	137	0	1.44
FLUORESCENT				
85W	128	128	0	1.35
INCANDESCENT				
2500 LUMEN	10	10	0	0.11
4000 LUMEN	1	1	0	0.01
100W INC.	74	74	0	0.78
METAL HALIDE				
250W	190	190	0	2.00
400W	10	10	0	0.11
LED				
42W	1	204	203	2.15
102W	1	136	135	1.43
120W	63	63	0	0.66
150W	18	18	0	0.19
TOTAL # OF LAMPS	9,486	9,493	7	100
ENERGY				
Annualized Mwh	9,267	9,114	152.80	
Average Mwh/lamp	0.98	0.96	-0.01	

Table 1: Breakdown of streetlight luminaires in City of Burbank's Street lighting system, October 2014.

CUSTOMER SERVICE

Plug-In Electric Vehicle (PEV) Charging Program.

Eleven PEV charging stations are in service. On August 6, 2014, new volumetric EV charge pricing commenced with a rate of .1853 cents per kilowatt hour (kWh) used for Level 1 and Level 2 charging. Staff is monitoring usage. The 133 E. Orange Grove location recorded the most sessions (203) with 438 total hours of usage. The 301 E. Olive location recorded the fewest sessions (61) with 142 total hours of usage.

Month of usage	KWh	GHG savings in kilograms (kg)	Occupied time (hours)
January 2013	1,173	513	396
February	1,136	477	366
March	1,158	487	367
April	1,443	606	420
May	1,780	748	486
June	2,217	935	612
July	2,576	1,080	706
August	2,788	1,171	781
September	2,594	1,090	719
October	2,983	1,253	823
November	2,627	1,103	741
December	2,395	1,006	712
January 2014	2,524	1,060	681
February	2,323	976	632
March	2,725	1,145	746
April	3,276	1,376	888
May	3,144	1,320	856
June	3,009	1,264	876
July	3,858	1,621	1,050
August	4,154	1,745	1,219
September	5,364	2,253	1,744
October	6,401	2,688	1,957

* GHG has been adjusted based on revised US EPA data.

TECHNOLOGY

Broadband Services (ONE Burbank)

	October New Orders	Revenues for October 2014	FYTD 2014-15 Revenues	FYTD Budget
Lit	1	80,681	301,935	283,333
Dark	2	214,490	869,685	850,000
Total	3	\$295,171	\$1,171,620	\$1,133,333

POWER SUPPLY

Project Updates:

Power Supply Engineering Lake Cooling Tower Project

This project has an approved budget to procure and install a forced circulation counter-flow cooling tower, two (2) circulating water pumps that will draw water from the Reclaimed Water Tank, and a chemical addition system for circulating water treatment for the Lake Power Plant. This new cooling tower system will be located at the oily water containment area adjacent to the Fuel Gas Compressor Building. Activities include process and structural engineering of the system and support structures. When the Olive Plants were placed in dry-layup, a cooling tower was rented to address cooling requirements for the Lake Power Plant. The new cooling tower system will cool the Lake Power Plant turbine lube oil, generator lube oil, and fuel gas compressor, eliminate current ongoing cooling tower rental costs, and provide the power plant with a dedicated cooling tower to promote power system reliability.

The cooling tower was delivered on March 19. Allied Steel delivered the cooling tower support structure on June 5 and the chemical tote shed on June 11. BWP staff has set the cooling tower support structure and erected the cooling tower on the structure. BWP staff efforts on the fabrication and installation of the interconnecting piping system, instrumentation, and power supply are complete. The Cooling Tower project was integrated into the Lake Power Plant and completed the week of August 18.

The newly installed cooling tower system successfully supports full-load plant operations, and the chemical treatment system is fully functional. However, testing of the current Cooling Tower configuration identified an operational limitation that had not been considered during the development of the original Cooling Tower specification. A 500 gallon per minute limitation on the cooling tower does not support dual (redundant) fuel compressor operation. Integrating a second (redundant) tower will resolve this issue by allowing a greater water circulation rate. Two possible options have been considered to resolve this limitation include providing an additional cooling tower on top of the existing support structure, or replacing the existing cooling tower with a two-celled cooling tower. BWP worked with the cooling tower supplier to optimize the specification for a new two cell tower. The purchase order has been issued. Detailed fabrication drawings were issued for BWP review, and BWP provided comments. Fabrication

drawings have been finalized, and delivery of the new tower is expected in mid-January 2015. Installation should be completed by the end of February 2015. Terms for a consignment sale of the existing single cell tower have been developed.

Variable Frequency Drive Project

This project has an approved budget to engineer, procure, and install a Variable Frequency Drive (VFD) system on the Fuel Gas Compressors (FGCs) at the Magnolia Power Plant (MPP) to save energy and improve the system's reliability. The existing FGC equipment consists of two fully redundant reciprocating gas compressor skids that operate at a fixed motor speed and are configured with a gas recirculation control valve to accommodate fluctuations in service demand. This recirculation loop normally transfers about one-third of the compressed fuel volume flow, which represents a significant amount of wasted energy that can effectively be mitigated through implementation of the proposed VFD system.

A P.O. was issued to Rockwell on June 16 and Rockwell's project manager was assigned to the project on July 3. A kick-off meeting between BWP representatives, Rockwell, and Black & Veatch (BWP's engineer) occurred September 4. Detailed fabrication drawings from Rockwell were submitted for BWP review, and they were forwarded to Black and Veatch also on September 4. Engineering/design drawing review has continued between BWP and Black & Veatch engineering. Material procurement, fabrication, and in-house testing completion are currently targeted for January 2015. Site receipt is expected in February 2015. Two (2) additional months are allowed for installation, programming, and start-up efforts, so staff projects completion in April 2015 to coincide with a MPP scheduled outage.

Some consideration is being given to extending the VFD completion date out to April 2016 so that this work would not extend the regularly scheduled 3-day outage of MPP in April 2015 which happens to coincide with an Intermountain Power Plant (IPP) outage. Both plants having overlapping outage periods create a potential for insufficient generation support for those Magnolia participants whom also own shares in IPP. Keeping the outage contained to essentially a weekend rather than a two week outage reduces the exposure to the risk. This concern is under discussion.

Materials Handling Area Project

The Material Handling Area (MHA) project is comprised of segregated areas for material storage and waste handling. One portion of this facility has four discrete storage compartments to meet BWP's need for temporary handling and storage of dirt, asphalt, gravel, and rubbish. This covered storage area will eliminate the current use and cost of off-site storage containers, improve logistical control and efficiencies in deploying and removing temporary materials, prevent material migration and storm water contamination due to weather conditions, and generally improve site cleanliness and organization.

An adjacent portion of this facility is dedicated for temporary covered storage of oil-filled electrical equipment that contains waste by-products. This area will include two separate recessed concrete containment pits with sumps to control any potential waste material releases. The covered areas with secondary containment will mitigate potential soil and storm water contamination, as this semi-enclosed space will provide a higher

level of protection from adverse weather conditions to meet regulatory requirements and best practices.

Tyler Gonzalez Architects, Inc. (TGA) submitted its progress design drawings to BWP on June 19. These were reviewed and accepted by BWP. TGA submitted the design drawings for plan check on August 7. The plan check set was circulated to key project stakeholders with input received by August 29. TGA submitted for back check on October 9, 2014. Plan check and Bid Document approval and finalization were completed in November. These efforts represented the current critical path activities. Advertising and commencement of the bid process is now slated for mid-December 2014 with bid opening in late January 2015. Substantial completion and occupancy/use is planned to occur by the end of August 2015. TGA's effort also includes work on the Central Laboratory Project.

Central Laboratory Project

This project has an approved budget to design, bid, and build a 760 gross square foot water quality testing laboratory within the MPP boundaries to support operations required to verify proper water chemistry. This new facility provides space for determining water quality control, storage for operator's safety gear, separate restrooms for use by staff and outside service providers, an operator work station, and all furniture, fixtures and equipment (FF&E) to support stand-alone operations. The new Central Laboratory will improve operator safety and productivity and can be used to augment the ZLD water quality laboratory as needed. A PEMB approach will be implemented as a cost-effective alternative to traditional building construction. The bidding for this project is being combined with the Material Handling Area Project to promote contractor interest and reduce overall projected construction costs through economy of scale.

As detailed in the Material Handling Area Project status, Tyler Gonzalez Architects, Inc. (TGA) submitted for back check on October 9, 2014. Plan check and Bid Document approval and finalization were completed in November. These efforts represented the current critical path activities. Advertising and commencement of the bid process is now slated for mid-December 2014 with bid opening in late January 2015. Substantial completion and occupancy/use is planned to occur by the end of August 2015.

Power Resources

Intermountain Power Project (Delta, UT) Renewal Progress

The Intermountain Power Project (IPP) participants, including BWP, continue to discuss post-coal repowering (called "renewal") for IPP. The current contracts expire in 2027.

BWP staff has seen an increasing agreement of its view by many of the other IPP participants, from both California and Utah, and a resulting desire to thoughtfully assess and consider developing alternatives at IPP. These alternatives might include a combination of different generation (and perhaps energy storage) technologies and the facilitation of renewable technologies at the site, as well as a better optimized allocation of transmission rights. This increasing agreement was confirmed, in BWP's view, by the results of a participant survey by LADWP; this view of the survey results was not shared by LADWP.

In the meantime, IPP's owner, the Intermountain Power Agency (IPA), has, in concert with LADWP, issued a formal request for renewal, including proposed renewal contracts for approval by each participant. BWP staff, along with legal counsel from the City Attorney's office, is carefully reviewing these proposed renewal contracts and assessing BWP's strategic options. BWP has discussed these proposed renewal contracts with LADWP and the owner of IPP, the Intermountain Power Agency. In addition, LADWP also proposed a separate agreement with the other Southern California participants, which BWP is also reviewing.

BWP staff believes the renewal proposal fails to address renewable energy issues. The proposal is under consideration in Burbank's Integrated Resource Planning (IRP) process. The IRP process is important, given that conservation continues to be the least-cost resource and the increasing penetration of intermittent renewable energy on the grid and an accompanying need for fast-ramping resources to integrate that energy and available transmission to transmit it to load, in each case in a way that ensures reliable operations, balanced with concerns of over-reliance on natural gas.

On a related note, the Western Electricity Coordinating Council (WECC), which oversees the Western U.S. electrical grid, approved BWP's proposal to study the development of large-scale compressed air energy storage (CAES) at the IPP site. A number of other market participants joined BWP in this proposal, including Wyoming wind project developer Pathfinder Wind, transmission developer Duke American Transmission Company (DATC), salt cavern developer Magnum Resources, and technology provider ABB.

This study focuses on the use of CAES at the IPP site to firm and shape cost-effective Wyoming wind energy, brought to IPP by DATC's Zephyr transmission project and transmitted to Southern California by the existing Southern Transmission System; the transmission line that brings IPP's output to our area. Such a project might also absorb excess California solar generation during peak solar hours, helping to mitigate the anticipated "Duck Curve" of over-generation and fast-ramping requirements in California resulting from increased solar penetration. BWP and its partners are currently working to support this study with planning models and the assumptions necessary for the study. The study is getting underway and should be complete by the end of 2014.

As noted above, BWP is also pursuing a comprehensive IRP process. The IRP will assist BWP in determining the appropriate solution for BWP at IPP.

Power Resources

Balancing Authority Services

LADWP has cancelled the Southern California Utility Power Pool (SCUPP) agreement, which governs the participation of LADWP, BWP, and Glendale Water and Power (GWP) in LADWP's balancing authority, and proposed, in its stead, a new agreement. It is not clear what effect this cancellation has had. Operations do not appear to have been affected by the cancellation of the SCUPP agreement.

What BWP and Glendale have seen of LADWP's proposed new agreement does not meet BWP's (or GWP's) needs, either from a structural or a pricing standpoint. In

addition, the contract structure proposed by LADWP did not yet conform to modern standards for balancing authority agreements.

In August 2013, LADWP issued a proposed Open Access Transmission Tariff (OATT). An OATT is issued by a utility, such as LADWP, to set the terms and conditions, under which any electric market participant may purchase access to that utility's transmission system and associated resources. Under industry practice, a utility issues a proposed OATT for stakeholder review and comment; an OATT is then finalized and implemented only after stakeholders have had an opportunity to gain a detailed understanding of the technical, commercial, and financial assumptions underlying the proposed OATT and to challenge those assumptions through a public process, during which the issuing utility defends those assumptions and the proposed OATT. The Los Angeles City Council approved this OATT on July 1, 2014.

LADWP, BWP, and GWP have agreed in principle to consider negotiating a balancing authority agreement on the basis of an LADWP OATT. However, BWP staff and a team of outside specialists, in conjunction with GWP, remain very concerned about the new OATT's consistency with current rate-making public policy. Assessing this consistency requires a detailed understanding of the assumptions underlying the OATT, and then comparing that understanding with the policies and practices established by the Federal Regulatory Energy Commission. Neither the substance of the new OATT nor the now completed stakeholder process is consistent with current rate-making public policy. In addition, the relationship between the new OATT and a balancing authority agreement has not been clarified. BWP and GWP continue to discuss these matters with LADWP. In this connection, staff from BWP and GWP, together with legal counsel, formally expressed these concerns at open meetings during the OATT approval process culminating at the Los Angeles City Council. Despite these concerns, the proposed OATT was approved and, is now effective. BWP and GWP staff, together with legal counsel, are considering options to protect their respective ratepayers' interests.

In the meantime, BWP continues discussions with LADWP on the basis of a BWP framework proposal for a modern, equitable balancing authority framework. BWP has also brought GWP into these discussions. These discussions are at an early stage, but BWP is hopeful that LADWP is seriously considering BWP's proposal. BWP is also beginning discussions with the California Independent System Operator, which operates the electrical grid and acts as the balancing authority for most of California, to understand the full range of balancing authority options for BWP and its fellow Southern California municipal utilities (potentially including LADWP).

In the end, the need for such a balancing authority agreement must be clearly demonstrated to be based on a rational basis, and be consistent with current rate-making practices and policy.

Power Resources

Integrated Resource Planning (IRP) Process

BWP is in the midst of a comprehensive IRP process. An IRP is a comprehensive planning process by which a utility communicates with its stakeholders about the opportunities and challenges associated with the community's projected energy demands and the alternative power supply and conservation demand management resources, as well as the environmental issues related to reliably meeting the demand for energy.

BWP's IRP team shaped an IRP process to meet Burbank's needs, with a significant emphasis on public outreach. In this regard, BWP's IRP process consists of three phases: 1) preliminary public outreach, focused on helping the public understand BWP's business and the issues it faces, and to seek public feedback (Phase One); 2) intensive scenario modeling around those issues, followed by additional results to communicate observations and conclusions and confirm public feedback (Phase Two); and 3) documentation of the IRP process, observations, conclusions and public feedback. In this connection, BWP has engaged Liedos (formerly SAIC and R.W. Beck), a major power industry engineering and consulting firm, to assist in detailed scenario modeling

Phase One, which was completed in April and provided important guidance from a majority of ratepayers on three important issues:

- 1) Renewable Energy: favor procuring additional renewable energy resources as long as costs are controlled as they have been in the past;
- 2) Coal-fired Power: favor continued purchase of power from the IPP project for the duration of BWP's existing contracts, and
- 3) Rooftop Solar Subsidies: favor rate structures to eliminate ongoing subsidization of rooftop solar.

Phase Two is now well underway, focused on scenario modeling and reflective of this guidance from the public. Once this scenario modeling is complete, BWP's IRP team will engage the public again.

Power Resources

Copper Mountain 3 Solar Project

In late 2012, BWP signed a 20-year, 40 MW power purchase agreement with Sempra's Copper Mountain 3 Solar Project, a 250 MW solar project currently under construction in Boulder City, Nevada. The project, which is well ahead of schedule, is coming online in ten phases of approximately 25 MW each. It currently has seven phases, totaling approximately 182 MW, online. BWP is receiving its 16% share of test energy as it is produced. Sempra expects to bring additional phases online through February 2015, when the entire 250 MW (and BWP's 40 MW share) will be operational.



Copper Mountain Solar 3 from the air with completed phases in the foreground.

Burbank Water and Power



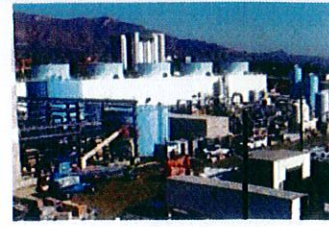
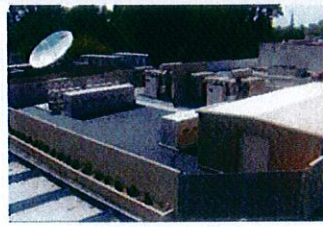
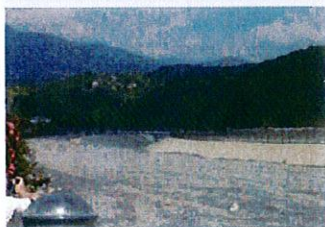
WATER



LIGHT



POWER



**Financial Report
October-14**

**Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets
MTD and FYTD October 2014
(\$ in 000's except MWh Sales)**

MTD FY 14-15	MTD Oct-14 Budget	\$ Variance	% Variance		FYTD FY 14-15	FYTD Oct-14 Budget	\$ Variance	% Variance
96,304	99,533	(3,228)	(3.2%) (a)	Electric Usage in MWh	433,071	442,810	(9,738)	(2.2%) (A)
				Retail				
\$ 16,075	\$ 15,617	\$ 458	2.9%	Retail Sales	\$ 68,879	\$ 68,874	\$ 5	0.0%
511	511	-	0.0%	Other Revenues	1,706	2,044	(339)	(16.6%)
8,090	9,380	1,290	13.8% (b)	Retail Power Supply & Transmission	38,525	42,961	4,435	10.3% (B)
8,496	6,748	1,748	25.9%	Retail Margin	32,059	27,958	4,102	14.7%
				Wholesale				
1,455	6,300	(4,845)	(76.9%)	Wholesale Sales	12,667	30,825	(18,158)	(58.9%)
1,349	6,195	4,846	78.2%	Wholesale Power Supply	11,869	30,311	18,442	60.8%
105	105	0	0.4%	Wholesale Margin	798	514	285	55.4%
8,601	6,853	1,748	25.5%	Gross Margin	32,858	28,471	4,386	15.4%
				Operating Expenses				
965	965	-	0.0%	Distribution	3,590	4,022	432	10.7%
132	132	-	0.0%	Administration/Safety	557	611	54	8.8%
221	221	-	0.0%	Finance, Fleet, & Warehouse	743	991	247	25.0% (C)
426	426	-	0.0%	Transfer to General Fund for Cost Allocation	1,729	1,703	(26)	(1.5%)
318	318	-	0.0%	Customer Service, Marketing & Conservation	985	1,478	493	33.3% (D)
423	423	-	0.0%	Public Benefits	1,713	1,867	154	8.2%
152	152	-	0.0%	Security/Oper Technology	576	589	14	2.3%
63	63	-	0.0%	Telecom	225	278	53	18.9% (E)
153	153	-	0.0%	Construction & Maintenance	487	613	125	20.5% (F)
1,595	1,595	-	0.0%	Depreciation	6,226	6,383	158	2.5%
4,449	4,449	-	0.0% (c)	Total Operating Expenses	16,831	18,534	1,702	9.2%
\$ 4,153	\$ 2,404	\$ 1,748	72.7%	Operating Income/(Loss)	\$ 16,026	\$ 9,938	\$ 6,089	61.3%

**Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets
MTD and FYTD October 2014**

(\$ in 000's)

MTD FY 14-15	MTD Oct-14 Budget	\$ Variance	% Variance
\$ 4,153	\$ 2,404	\$ 1,748	72.7%
75	75	-	0.0%
173	173	-	0.0%
(420)	(420)	-	0.0%
(173)	(173)	-	0.0%
3,980	2,232	1,748	78.3%
801	781	(20)	(2.5%)
240	224	(16)	(7.2%)
1,041	1,005	(36)	(3.6%)
2,939	1,227	1,713	139.6%
192	192	-	0.0%
3,131	1,419	1,713	120.7%

FYTD FY 14-15	FYTD Oct-14 Budget	\$ Variance	% Variance
\$ 16,026	\$ 9,938	\$ 6,089	61.3%
247	299	(52)	(17.3%)
1,144	690	454	65.8%
(1,679)	(1,679)	-	0.0%
(289)	(691)	402	58.2%
15,738	9,247	6,491	70.2%
3,441	3,444	3	0.1%
1,032	988	(44)	(4.5%)
4,473	4,432	(41)	(0.9%)
11,265	4,815	6,450	133.9%
618	767	(148)	(19.4%)
11,883	5,582	6,301	112.9%

Operating Income/(Loss)

Other Income/(Expenses)

Interest Income

Other Income/(Expense)

Bond Interest/ (Expense)

Total Other Income/(Expenses)

Income before Contributions & Transfers

In Lieu

Street Lighting

Total Contributions & Transfers

Income Before AIC

Capital Contributions (AIC)

Net Change in Net Assets (Net Income)

- () = Unfavorable
- This report may not foot due to rounding.

**Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets - Footnotes
FYTD October 2014
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	433,071	442,810	(9,738)	- FYTD Electric Usage is 2.2% below budget due to conservation and is partially offset by warmer September and October temperatures. FYTD CCD were 1,224 versus the 30 year average of 1,035.
B.	Retail Power Supply & Transmission	38,525	42,961	4,435	- The favorable variance is primarily attributable to lower retail load, prior period credits for transmission related expenses, a one time MPP true-up credit, and higher than planned true-up credits for IPP. These savings were partially offset by higher renewable costs attributable to receiving energy from Copper Mountain sooner than planned.
C.	Finance, Fleet, & Warehouse	743	991	247	- The favorable variance is attributable to the timing of payments for professional services, software and insurance expense.
D.	Customer Service, Marketing & Conservation	985	1,478	493	- The favorable variance is attributable to the timing of payments for office equipment maintenance and professional services.
E.	Telecom	225	278	53	- The favorable variance is attributable to the timing of payments for professional and private contractual services.
F.	Construction & Maintenance	487	613	125	- The favorable variance is attributable to the timing of payments for contractual and custodial services and building grounds maintenance.
G.	Other Income/Expense	1,144	690	454	- The favorable variance is primarily attributable to a credit of \$369k from SCPPA for Prepaid Natural Gas restructuring.
H.	Capital Contributions (AIC)	618	767	(148)	- The unfavorable variance is attributable to the timing of Aid in Construction payments.

Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets - Footnotes
MTD October 2014
(\$ in 000's)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	96,304	99,533	(3,228)	- MTD Electric Usage is 3.2% below budget due to conservation and is partially offset by warmer temperatures. MTD CDD were 182 versus the 30 year average of 120.
b.	Retail Power Supply & Transmission	8,090	9,380	1,290	- The favorable variance is primarily attributable to lower retail load, higher than planned IPP true-up credits, and lower renewable resources from Pebble Springs, Tieton, and biogas. These savings were partially offset by higher energy prices and higher renewable costs attributable to receiving energy from Copper Mountain sooner than planned.
c.	Total Operating Expenses	4,449	4,449	-	- Expenses, other than retail power supply and transmission, wholesale power supply, in-lieu, and street lighting, have not closed for October 2014 and are estimated at budgeted values.

**Burbank Water and Power
Electric Fund (496)
Statement of Cash Balances
(\$ in 000's)**

	Oct-14	Sep-14	Soft Close Jun-14	Mar-14	Dec-13	Sep-13	Recommended Reserves	Minimum Reserves
Cash and Investments								
General Operating Reserve	\$ 49,319	(a) \$ 48,518	\$ 41,809	\$ 45,580	\$ 47,736	\$ 43,534	\$ 54,060	\$ 36,340
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000	10,000	15,000	3,000
BWP Projects Reserve Deposits at SCPPA	15,691	15,682	15,637	(b) 16,657	16,607	16,657		
Sub-Total Cash and Investments	75,010	74,200	67,446	72,237	74,343	70,191	69,060	39,340
Capital Commitments	(17,000)	(17,000)	(17,000)	(17,000)	(19,655)	(23,462)		
Public Benefits Obligation	(4,950)	(c) (4,842)	(4,380)	(5,308)	(7,528)	(7,707)		
Cash and Investments (less Commitments)	53,060	52,358	46,066	49,929	47,160	39,023	69,060	39,340
Restricted Cash								
Debt Service Fund & Other Restricted Cash (d)	3,110	2,488	622	4,213	2,347	2,488	3,110	3,110
Parity Reserve Fund (e)	4,268	4,268	4,268	4,175	4,175	4,081	4,268	4,268
Sub-Total Restricted Cash	7,379	6,757	4,890	8,388	6,522	6,569	7,379	7,379
Total Cash	\$ 82,389	\$ 80,956	\$ 72,336	\$ 80,625	\$ 80,865	\$ 76,760	\$ 76,439	\$ 46,719

• Statement of Cash Balances may not foot due to rounding.

(a) The General Operating Reserve has been reduced by \$5,778k for accrued power supply expenses.

(b) Decrease in April cash due to the refunding of high interest rate bonds for the Hoover Visitor Center.

(c) The unspent portion of the Public Benefits Obligation is \$2,419k for the Electric Utility and \$2,531k for the City.

(d) Debt Service Funds are funds used to pay principal and interest on Fund 496 Bonds. This balance increases monthly to cover the semi-annual bond interest payments, which are paid in December and June of each year, and the annual bond principal payments, which are paid in June of each year.

(e) Parity Reserve Funds are funds restricted for debt service defaults in case revenues are insufficient to satisfy debt service requirements.

**Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets
MTD and FYTD October 2014
(\$ in 000's except CCF's)**

	MTD FY 14-15	MTD Oct-14 Budget	\$ Variance	% Variance		FYTD FY 14-15	FYTD Oct-14 Budget	\$ Variance	% Variance
Potable Water Usage in Millions of Gallons	512	571	(59)	(10.3%) (a)		2,162	2,429	(266)	(11.0%) (A)
Recycled Water Usage in Millions of Gallons	72	79	(7)	(8.6%)		322	356	(35)	(9.8%)
Operating Revenues									
Potable Water	\$ 2,530	\$ 2,772	\$ (242)	(8.7%) (b)		\$ 10,802	\$ 11,865	\$ (1,063)	(9.0%) (B)
Recycled Water	242	271	(29)	(10.6%) (c)		1,102	1,228	(126)	(10.3%) (C)
Other Revenue	62	62	-	0.0%		198	248	(50)	(20.0%)
Total Operating Revenues	2,834	3,105	(271)	(8.7%)		12,102	13,341	(1,239)	(9.3%)
Water Supply Expense	1,181	1,282	101	7.9% (d)		4,966	5,563	596	10.7% (D)
Gross Margin	1,653	1,823	(170)	(9.3%)		7,136	7,779	(643)	(8.3%)
Operating Expenses									
Operations & Maintenance - Potable	555	555	-	0.0%		2,021	2,219	198	8.9% (E)
Operations & Maintenance - Recycled	98	98	-	0.0%		437	428	(9)	(2.1%)
Allocated O&M	188	188	-	0.0%		662	810	148	18.3% (F)
Transfer to General Fund for Cost Allocation	66	66	-	0.0%		264	263	(0)	(0.2%)
Depreciation	345	345	-	0.0%		1,368	1,381	13	0.9%
Total Operating Expenses	1,252	1,252	-	0.0% (e)		4,752	5,102	349	6.8%
Operating Income/(Loss)	400	571	(170)	(29.8%)		2,384	2,677	(293)	(11.0%)
Other Income/(Expenses)									
Interest Income	11	11	-	0.0%		44	43	0	1.0%
Other Income/(Expense)	42	42	-	0.0%		268	170	98	57.7% (G)
Bond Interest/(Expense)	(173)	(173)	-	0.0%		(637)	(692)	(55)	(7.9%)
Transfers In/(Out) - (In Lieu)	(139)	(132)	7	5.2%		(588)	(559)	29	5.2%
Total Other Income/(Expenses)	(259)	(252)	(7)	(2.7%)		(914)	(1,038)	124	12.0%
Income Before AIC	141	319	(177)	(55.6%)		1,470	1,639	(169)	(10.3%)
Aid in Construction	25	25	-	0.0%		73	101	(29)	(28.4%) (H)
Net Change in Net Assets	\$ 167	\$ 344	\$ (177)	(51.5%)		\$ 1,542	\$ 1,740	\$ (198)	(11.4%)

- () = Unfavorable
- This report may not foot due to rounding.

Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets - Footnotes
FYTD October 2014
(\$ in 000's)

Foot- note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Potable Water Usage in Millions of Gallons	2,162	2,429	(266)	- Potable demand FYTD October was lower than planned due to conservation. On August 1, 2014 the Stage II Burbank Sustainable Water Use Ordinance went into effect. The ordinance limits landscape watering in Burbank to 3 days per week and for no more than 15 minutes each day for each irrigation station.
B.	Potable Water Revenue	10,802	11,865	(1,063)	- The WCAC impact increased potable water revenues by \$155k FYTD. Without this adjustment, potable water revenues would be unfavorable by 10.3%.
					WCAC revenue
					WCAC Expenses:
					Purchased water, chemicals, and electricity
					WCAC In-lieu
					Total WCAC Expenses
					WCAC revenue deferral (increased revenues)
C.	Recycled Water Revenue	1,102	1,228	(126)	- Recycled water sales are lower than planned primarily related to lower than planned demand for landscaping irrigation due to delays in hooking up new customers.
D.	Water Supply Expense	4,966	5,563	596	- The favorable variance corresponds to lower demand.
E.	Operations & Maintenance - Potable	2,021	2,219	198	- The favorable variance is attributable to the timing of payments for professional and private contractual services, special departmental supplies, and street and pavement repairs.
F.	Allocated O&M	662	810	148	- The favorable variance is attributable to favorable variances in allocated expenses (Administration, Safety, Finance, Customer Service, Marketing, Construction and Maintenance) from the Electric Fund.
G.	Other Income/Expense	268	170	98	- The favorable variance is attributable primarily to proceeds from the sale of obsolete equipment at auction and miscellaneous customer service fees that are budget above the line.
H.	Aid in Construction	73	101	(29)	- The unfavorable variance is attributable to the timing of Aid in Construction payments.
					<u>FYTD Actual</u>
					<u>5,064</u>
					<u>4,966</u>
					<u>253</u>
					<u>5,220</u>
					<u>\$ (155)</u>

**Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets - Footnotes
MTD October 2014
(\$ in 000's)**

Foot- note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Potable Water Usage in Millions of Gallons	512	571	(59)	- Potable demand in October was lower than planned due to conservation. On August 1, 2014 the Stage II Burbank Sustainable Water Use Ordinance went into effect. The ordinance limits landscape watering in Burbank to 3 days per week and for no more than 15 minutes each day for each irrigation station.
b.	Potable Water Revenue	2,530	2,772	(242)	- The WCAC impact increased potable water revenues by \$20k MTD. Without this adjustment, potable water revenues would be unfavorable by 9.5%.
					WCAC Revenue
					WCAC Expenses:
					Purchased water, chemicals, and electricity
					WCAC In-lieu
					Total WCAC Expenses
					<u>MTD Actual</u>
					<u>\$ 1,223</u>
					1,181
					<u>61</u>
					<u>1,243</u>
					<u>\$ (20)</u>
c.	Recycled Water Revenue	242	271	(29)	- WCAC revenue deferral (increased revenues) - Recycled water sales are lower than planned primarily related to lower than planned demand for landscaping irrigation due to delays in hooking up new customers.
d.	Water Supply Expense	1,181	1,282	101	- The favorable variance corresponds to lower demand.
e.	Total Operating Expenses	1,252	1,252	-	- Expenses, other than water supply expense and in lieu, have not closed for October 2014 and are estimated at budgeted values.

**Burbank Water and Power
Water Fund (497)
Statement of Cash Balances
(\$ in 000's)**

	Oct-14	Sep-14	Soft Close Jun-14	Mar-14	Dec-13	Sep-13	Recommended Reserves	Minimum Reserves
Cash and Investments								
General Operating Reserves	\$ 14,556	\$ 13,285	\$ 10,767	\$ 9,041	\$ 12,093	\$ 12,356	\$ 9,760	\$ 5,240
WCAC	237	257	392	920	1,047	990	2,000	1,000
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220	4,000	1,000
Sub-Total Cash and Investments	<u>17,013</u>	<u>15,762</u>	<u>13,379</u>	<u>12,181</u>	<u>15,360</u>	<u>15,567</u>	<u>15,760</u>	<u>7,240</u>
Capital Commitments	(3,477)	(3,486)	(3,480)	(3,447)	(3,087)	(3,553)		
Public Benefits Obligation	(488)	(479)	(485)	(518)	(608)	(514)		
Cash and Investments (less commitments)	<u>13,048</u>	<u>11,797</u>	<u>9,414</u>	<u>8,216</u>	<u>11,665</u>	<u>11,400</u>	<u>15,760</u>	<u>7,240</u>
Restricted Cash								
Debt Service Funds (a)	852	682	171	834	385	599	852	852
Sub-Total Restricted Cash	<u>852</u>	<u>682</u>	<u>171</u>	<u>834</u>	<u>385</u>	<u>599</u>	<u>852</u>	<u>852</u>
Total Cash	<u>\$ 17,865</u>	<u>\$ 16,444</u>	<u>\$ 13,550</u>	<u>\$ 13,015</u>	<u>\$ 15,745</u>	<u>\$ 16,166</u>	<u>\$ 16,612</u>	<u>\$ 8,092</u>


• Statement of Cash Balances may not foot due to rounding.

(a) Debt Service Funds are funds used to pay principal and interest on Fund 497 Bonds. This balance increases monthly to cover the semi-annual bond interest payments, which are paid in December and June of each year, and the annual bond principal payments, which are paid in June of each year.

7.B.

Burbank Water and Power

MEMORANDUM

DATE: December 4, 2014
TO: BWP Board
FROM: Ron Davis, General Manager, BWP 
SUBJECT: **LOW INCOME ASSISTANCE PROGRAMS**

PURPOSE

To provide an overview of the BWP assistance programs for low-income customers.

BACKGROUND

At the September 4, 2014 meeting, the BWP Board asked for additional information on BWP's low income assistance programs. BWP has three basic types of assistance programs for customers: on-going rate assistance, payment assistance, and programs to help lower household water and energy use.

Lifeline Rate Assistance - The rate assistance program has been in place for over 25 years and was designed to help the community's most vulnerable customers.

To qualify for the Lifeline rate, customers must have limited household income and be either 62 years or older, or have a permanently disabled person living in the household.

The Lifeline Rate offers about a 40% discount on energy charges and waiver of the monthly customer charge and Utility Users' Tax. Approximately 1,900 households qualify for this rate. To qualify for Lifeline, the customer must also meet the following requirements:

- The applicant must be a Burbank resident with a minimum of one year established utility credit with BWP.
- The customer must meet the required income levels, based on the U.S. Department of Housing and Urban Development figures, as noted below:

# Household Members	BWP Max Yearly Gross Income
1	\$29,900
2	\$34,200
3	\$38,450
4	\$42,700

5	\$46,150
6	\$49,550
7	\$52,950
8 or More	\$56,400

Project Share Payment Assistance - Project Share is a community funded residential payment assistance program that is supplemented with BWP funds as needed. Through a partnership with Burbank Temporary Aid Center (BTAC), customers are eligible to receive up to \$100 a year in payment assistance. Last year, Project Share funds were used to assist over 300 households.

In addition, customers may also receive assistance through the State's Low Income Home Energy Assistance Program (LIHEAP), BTAC, and the Salvation Army. BTAC qualifies customers on BWP's behalf and meets with each applicant individually to ensure these qualifications are met based upon the same criteria as Lifeline customers.

Programs to Lower Household Water & Energy Use – Approaching the issue from a different perspective, staff has developed targeted program offerings to help low-income customers reduce and manage their water and energy consumption and control expenses.

Free Refrigerator – In February 2007, a Low-Income Refrigerator Exchange Program was launched. This program offers qualified customers a free energy efficient refrigerator in exchange for their older, inefficient model. This alone can help a customer reduce their energy consumption approximately 700 kWh/year and save about \$55/year. To date, over 1,230 customers have taken advantage of this program.

Water Leak Repair Assistance – Since 2009, BWP offers the Water Leak Repair Assistance Program to qualifying customers to help them comply with the Sustainable Water Use Ordinance and quickly resolve outdoor plumbing leaks. For customers meeting the low-income standard, BWP will pay up to \$1,500 to repair leaks and allow the customer to repay the loan, without interest, over a one year period. For customers who simply cannot afford these kinds of repairs and whose income level is 70% of the low-income levels, BWP will pay up to \$1,500 for leak repair. These customers would not have to repay this grant and will benefit from lower, and more manageable, water bills going forward. Stopping water waste helps the entire community.

Free Weatherization & Efficiency Improvements – City Council approved the Green Home House Call Program in 2009 and over 5,000 homes have participated. This program is open to all homes and addresses the entire dwelling. Low-income customers benefit from a comprehensive review of their home's efficiency with the added benefit of free installation of many water and energy saving products. Free services include:

- Attic insulation
- Attic venting
- Air sealing and blower door test
- Exterior door and window weatherization
- Air conditioner tune-up

- LED light bulbs
- High efficiency toilet
- Toilet leak repair
- Water pipe insulation
- Landscape irrigation tune-up and controller programming

Improving the efficiency of these homes provides immediate financial relief by lowering customers' consumption and utility bills.

ANALYSIS

Burbank has a robust complement of assistance programs for low-income customers. Below is a summary of BWP's low-income programs and eligibility:

Assistance Program	Eligibility	Assistance Provided
Lifeline Low-Income Rate	<ul style="list-style-type: none"> *Low-income & 62 years or older *Low-income & disabled person in household *Low-income & person in household uses specified medical equipment 	On-going rate assistance: <ul style="list-style-type: none"> *Waiver of Customer Service Charge *Approximately 40% discount on energy charges *Expanded first tier of energy charges *Utility Users Tax exemption
Project Share	*Low-income	Bill payment assistance: <ul style="list-style-type: none"> *Up to \$100 a year toward payment of municipal services bill
Green Home House Call	All households	Whole house approach to energy and water efficiency upgrades valued up to approximately \$5,000
Refrigerator Exchange	<ul style="list-style-type: none"> *Low-income *Existing refrigerator must be at least 10 years old, mid-size (14-25 cubic feet) 	<ul style="list-style-type: none"> *Free 15 or 18 cubic refrigerator *Recycle old refrigerator
Leak Repair Loan	*Low-income	*Loans up to \$1,500 to repair irrigation leaks
Leak Repair Grant	*70% of established low-income standard	<ul style="list-style-type: none"> *Loans up to \$1,500 to repair irrigation leaks *Grant up to \$1,500 if custom

In terms of rate assistance among southern California utilities, Burbank provides the highest level of assistance on a per customer basis. A comparison of surrounding communities is provided below.

CITY	CRITERIA	MONTHLY DISCOUNT
Anaheim	Senior OR disabled AND low-income	10% off energy charge
Burbank	Senior OR disabled AND low-income	40% off energy charge; exempt from UUT; exempt from customer service charge
Edison	Low-income	20% off energy charge
Gas Co.	Low-income	20% off gas charge
Glendale	Low-income	\$10 off energy charge
LADWP	Low-income	\$11 off water and energy charges
Pasadena	Some low income customers may qualify for both tiers	Tier 1-\$7.50 off energy charge & PBC waived; Tier 2-\$7.50 energy, PBC & UUT waived

Payment Assistance Comparisons

Like BWP's Project Share Program, other utilities have similar programs and Burbank provides a competitive level of assistance:

<i>Utilities</i>	<i>Amount of Assistance</i>
BWP	\$100 per year
Glendale Water & Power	\$150 per lifetime
Pasadena Water & Power	\$100 per year
Azusa Light & Power	Will pay for one months' Electric charges per year
Anaheim	Electric only charges waived one time per lifetime No set limit but subject to funds availability
Riverside	\$150 per year

Throughout changes in the economy, Project Share has continued to serve the community. The following chart illustrates the increase in the number of customers receiving assistance during tough economic times and the total amount of funds disbursed through Project Share over the past several years:

<i>Year</i>	<i>BWP Customers Assisted</i>	<i>Total Disbursed</i>
FY 07-08	331	\$28,583
FY 08-09	431	\$36,711
FY 09-10	593	\$47,483
FY 10-11	604	\$48,821
FY 11-12	428	\$35,629
FY 12-13	371	\$31,850
FY 13-14	300	\$25,473

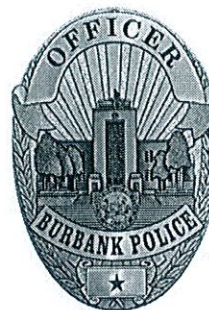
SUMMARY

Burbank provides the most robust complement of assistance programs for low-income customers than any other utility in the region. BWP's Lifeline Rate is the most generous low income assistance program in the region. The current Project Share assistance amount of \$100 is reasonably aligned with programs from surrounding utilities throughout the area and provides assistance equivalent to one month of electricity use. To help customers keep their bills low and reasonable, BWP has a diverse portfolio of energy and water efficiency programs.

RECOMMENDATION

Note and file.

**CITY OF BURBANK
POLICE DEPARTMENT
MEMORANDUM**



DATE: November 25, 2014

TO: Mark Scott, City Manager

FROM: Scott LaChasse, Chief of Police

Scott LaChasse

**SUBJECT: TRACKING LIST ITEM NO. 1648 – BURBANK JAIL IN-CUSTODY
DEATH REVIEW**

Please find attached the Police Department's response to Tracking List Item No. 1648 relative to the Board of State and Community Corrections inspection of the Burbank Jail.

Attachment:

Memo – 2012-2014 Biennial Jail Inspection.

**CITY OF BURBANK
POLICE DEPARTMENT
MEMORANDUM**



DATE: November 25, 2014

TO: Mark Scott, City Manager

FROM: Scott LaChasse, Chief of Police
By: Sergeant Travis Irving

SUBJECT: 2012-2014 BIENNIAL JAIL INSPECTION

The purpose of this memorandum is to provide information related to an area of non-compliance noted in a recent inspection of the Burbank Jail by the Board of State and Community Corrections (BSCC).

The Burbank Jail is a Type 1 jail facility, which means it typically houses arrestees for up to 96 hours, excluding holidays, after booking. The jail is subject to a variety of Federal, State, and local regulations. Most of the applicable regulations are found in the California Code of Regulations, Title 15, Minimum Standards for Local Facilities, and California Code of Regulations, Title 24, California Building Standards. Periodically, the jail is inspected by a number of agencies to ensure compliance with these regulations. Recurring inspections are performed by the BSCC, Los Angeles County Department of Public Health, Los Angeles County Grand Jury, Los Angeles County Juvenile Court, and the Burbank Fire Department.

On May 14, 2014, staff from BSCC conducted the 2012-2014 biennial inspection of the Burbank Jail. During the inspection, policies and procedures were reviewed, staff members were interviewed, and documents were reviewed to verify that practices follow written procedures. Additionally, the facility itself was examined for compliance with the design requirements mandated by Title 24. The BSCC inspector referred to two checklists while conducting the inspection. The Physical Plant Evaluation checklist has 92 items on it. No areas of non-compliance were noted on the physical plant inspection.

The Procedures checklist has 143 items on it. One area of non-compliance was noted: Title 15 Section 1046 Death in Custody. This regulation requires, among other things, that a special panel review any in-custody death, and establishes the minimum composition of the panel. The policy (Jail Manual) at the time did not specifically mention the composition of the panel.

Note: Title 15 Section 1046 does not specifically require stating the panel composition in policy:

§ 1046. Death in Custody.

(a) Death in Custody Reviews for Adults and Minors.

The facility administrator, in cooperation with the health administrator, shall develop written policy and procedures to assure that there is a review of every in-custody death. The review team shall include the facility administrator and/or the facility manager, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident.

(b) Death of a Minor

In any case in which a minor dies while detained in a jail, lockup, or court holding facility:

(1) The administrator of the facility shall provide to the Corrections Standards Authority a copy of the report submitted to the Attorney General under Government Code Section 12525. A copy of the report shall be submitted within 10 calendar days after the death.

(2) Upon receipt of a report of death of a minor from the administrator, the Board may within 30 calendar days inspect and evaluate the jail, lockup, or court holding facility pursuant to the provisions of this subchapter. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.

To remedy the point of non-compliance, the Jail Manual (Section 742.1 Medical Review) was revised to include the specific composition of the board. Below is a copy of the revised section. The composition of the review team was added to comply with the inspector's recommendation.

742.1 – MEDICAL REVIEW

In the event of the death of any inmate in custody, be it suicide, natural causes, etc., a medical review must be conducted [Title 15 §1218]. Jailers shall immediately notify the Watch Commander and the Jail Manager if a death occurs in the Jail. Either of the aforementioned persons shall immediately notify the Division Commander or, if after normal duty hours, the Watch Commander. The Division Commander will initiate either an administrative and / or a criminal investigation. The Los Angeles County Coroner and District Attorney's Office must be notified.

Additionally, within ten (10) days after the death, the Jail Manager shall report same in writing to the following entities:

*California Attorney General
Attention: Death in Custody Program
Bureau of Criminal Statistics
P.O. Box 944255
Sacramento, CA 94244-2550*

*Board of State and Community Corrections
600 Bercut Drive
Sacramento, CA 95811*

In addition, the Office of Housing and Institutions (L.A. County Health Officer) shall be notified, (213) 250-8055.

If the in-Custody Death was a Juvenile, the California Corrections Standards Authority will also be notified.

The following information will be provided:

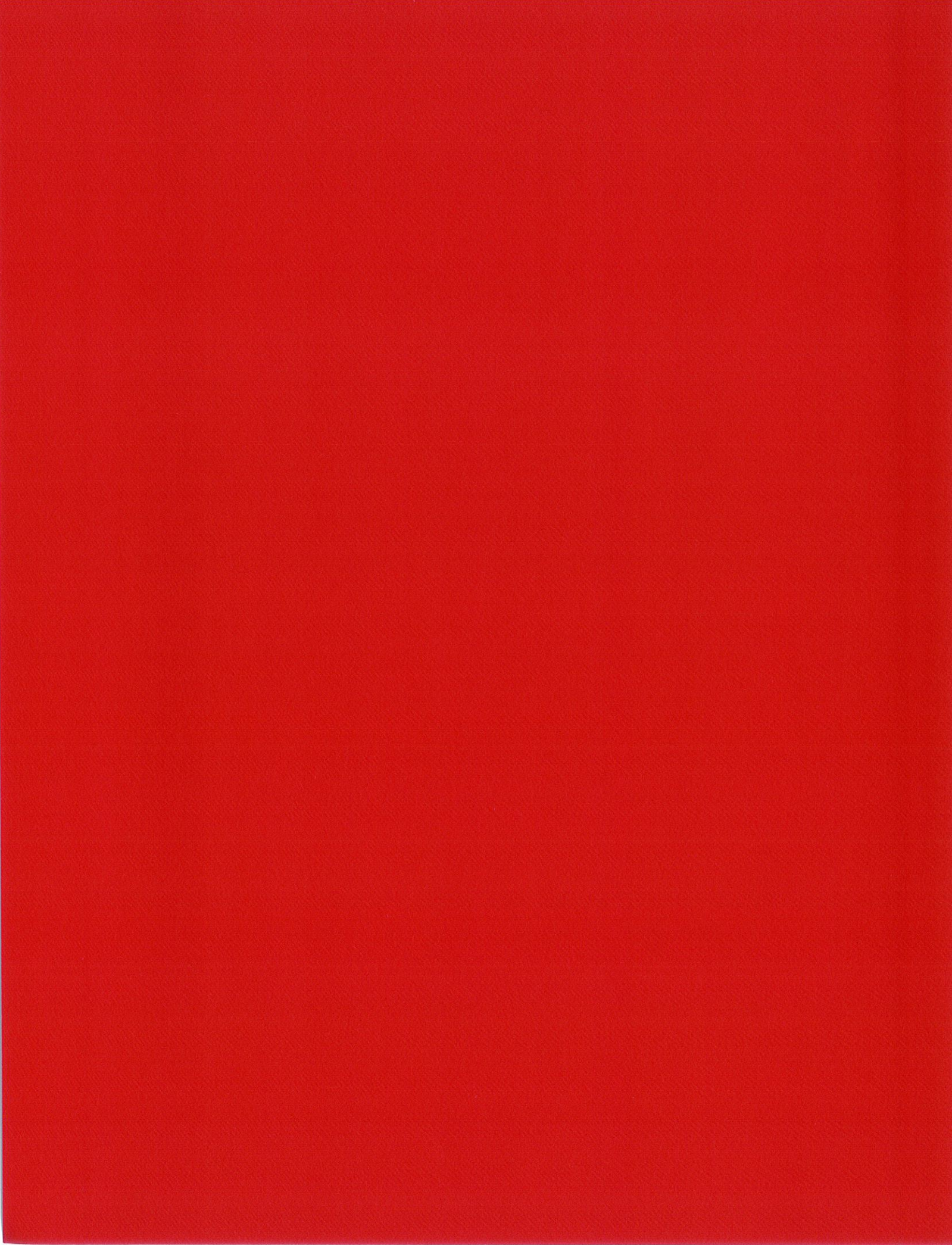
INMATE INFORMATION – Inmate Name, Date of Death, Inmate Number, CII Number, Sex, Race / Ethnicity, Date of Birth, DR Number / Case Number, Commitment Offense.

INCIDENT INFORMATION – Facility of Injury / Onset of Illness, Location of Injury, Facility of Death, Location of Death, Cause Death, Means of Death, and a copy of the Incident Report.

Following an in-custody death, the Critical Incident Review Board will review the circumstances involving the in-custody death in accordance with Title 15 §1046.

The review team shall include the facility administrator and/or the facility manager, the health administrator, the responsible physician, and other health care and supervision staff who are relevant to the incident. The health administrator and responsible physician roles may be filled by staff from the Los Angeles County Department of Public Health and/or a local hospital.

The BSCC inspector reviewed and approved the revision, and the Jail Manual has been updated to reflect the change. A letter from BSCC confirming the Jail's compliance status is forthcoming.



memorandum

DATE: November 24, 2014

TO: Mark Scott, City Manager

FROM: Joy Forbes, Community Development Director *JF*
Via: Tom Sloan, Assistant Community Development Director *TS*
By: Chris Thompson, License & Code Manager *CT*

SUBJECT: ANNUAL INCREASE/DECREASE IN THE BURBANK BUSINESS TAX
ADJUSTED BY THE PRODUCERS PRICE INDEX (PPI) FOR THE
CALENDAR YEAR 2015

The purpose of this memo is to provide information concerning the annual adjustment factor to the Burbank Business Tax rates. The annual business tax adjustment factor, which is based on the increase or decrease of the Producers Price Index, will increase the business tax rates 1.9% for the year 2015 business tax billing cycle. This is the 25th time in 30 (thirty) years that this tax has increased. In that same period of time, the tax has decreased 4 (four) times, and stayed the same as the previous year once. The annual adjustment factor to the business tax is a requirement of BMC, 2-4-802(c). Adjusting the annual business tax by changes in the Producers Price Index became a code requirement on January 1, 1985.

Other documents attached to this memo are:

1. Schedule of rates to be used for the year 2015 business tax based on an increase of 1.9% (0.3% for 2014 and 1.6% for 2015) to the 2015 business tax
2. Copy of the data provided by the Bureau of Labor Statistics
3. Copy of BMC, 2-4-802 (c), which requires adjustment to the business tax annually by the..."Producers Price Index statistics available on November 1st of each year."

cc: Cindy Giraldo, Financial Services Director

2015

	1 YEAR	3/4	1/2	1/4
Starting Date	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec

<u>RATE CODE 1 @</u> \$5.80 Retail, mfg., wholesale				
BASE	96.95	72.70	48.50	24.25
1 employee	102.75	77.05	51.40	25.70
2 employees	108.55	81.40	54.30	27.15
3 employees	114.35	85.75	57.20	28.60
4 employees	120.15	90.10	60.10	30.05
5 employees	125.95	94.45	63.00	31.50

<u>RATE CODE 2 @</u> \$9.00 Services (incl. entertainment)				
BASE	96.95	72.70	48.50	24.25
1 employee	105.95	79.45	53.00	26.50
2 employees	114.95	86.20	57.50	28.75
3 employees	123.95	92.95	62.00	31.00
4 employees	132.95	99.70	66.50	33.25
5 employees	141.95	106.45	71.00	35.50

<u>RATE CODE 3 @</u> \$11.80 Most professionals				
BASE	96.95	72.70	48.50	24.25
1 employee	108.75	81.55	54.40	27.20
2 employees	120.55	90.40	60.30	30.15
3 employees	132.35	99.25	66.20	33.10
4 employees	144.15	108.10	72.10	36.05
5 employees	155.95	116.95	78.00	39.00

SCHEDULE OF 2015 BUSINESS TAX RATES

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Min. Rate	80.80	87.85	83.65	87.00	93.00	95.15	95.15	96.95
Per Employee								
Category 1	4.85	5.25	5.00	5.20	5.55	5.70	5.70	5.80
Category 2	7.55	8.20	7.80	8.10	8.65	8.85	8.85	9.00
Category 3	9.85	10.70	10.20	10.60	11.35	11.60	11.60	11.80

Other Business Tax Rate Changes Are:

1. K-03-A's (Commercial Landlords)

Commercial properties which are for rent will have the base business tax rate of \$96.95 for the first 5,000 sq. ft. or less, plus the sq. ft. rate of \$1.90 for every 100 sq. ft. over the first 5,000 sq. ft.

2. K-01-A's (Residential Landlords)

Residential property rental rates shall be \$9.70 per unit for three or more residential units on a single property.

3. K-02-A's (Hotels/Motels)

Hotel & Motel rates will be \$19.40 per room.

4. Gross receipts accounts such as T accounts and V 26, 27, and 28's, will be a flat minimum rate of \$96.95 with an added levy of 1% of gross receipts accounts over the first \$5,000. On the balance of gross receipts accounts (laundries, V26, 27, 28, and 29 accounts) are as follows:

Less than \$50,000	96.95
\$ 50,001 up to \$100,000	193.80
\$100,001 up to \$200,000	387.90
\$200,001 up to \$300,00	577.90
\$300,001 or over	969.60



Economic News Release

Producer Price Index News Release text

Transmission of material in this release is embargoed until
8:30 a.m. (EDT), Wednesday, October 15, 2014

USDL-14-1940

Technical information: (202) 691-7705 * ppi-info@bls.gov * www.bls.gov/ppi
Media contact: (202) 691-5902 * PressOffice@bls.gov
PRODUCER PRICE INDEXES - SEPTEMBER 2014

The Producer Price Index for final demand decreased 0.1 percent in September, seasonally adjusted, the U.S. Bureau of Labor Statistics reported today. Final demand prices were unchanged in August and advanced 0.1 percent in July. On an unadjusted basis, the index for final demand increased 1.6 percent for the 12 months ended in September. (See table A.)

In September, the 0.1-percent decrease in final demand prices can be traced to the indexes for both goods and services, which moved down 0.2 percent and 0.1 percent, respectively.

Within intermediate demand, prices for processed goods inched up 0.1 percent, the index for unprocessed goods rose 0.6 percent, and prices for services were unchanged. (See tables B and C.)

Table A. Monthly and 12-month percent changes in selected final demand price indexes, seasonally adjusted

Month	Total final demand	Final demand goods				Final demand services				Change in final demand from 12 months ago (unadj.)
		Total	Foods	Energy	Less foods and energy	Total	Trade	Transportation and warehousing	Other	
2013										
Sept.	0.1	-0.1	-0.7	0.2	0.0	0.2	0.4	-0.1	0.1	1.1
Oct.	0.3	0.1	0.3	0.0	0.0	0.3	0.2	0.3	0.3	1.3
Nov.	0.0	-0.1	-0.2	-0.6	0.1	0.0	0.2	-0.5	0.1	1.1
Dec.	0.0	0.4	-0.2	1.2	0.4	-0.2	-1.0	1.6	0.1	1.2
2014										
Jan.	0.3	0.5	0.7	0.6	0.5	0.1	0.0	-0.9	0.2	1.3
Feb.	0.2	0.2	0.7	-0.3	0.2	0.3	0.6	-0.4	0.1	1.2
Mar.	0.3	0.1	1.3	-0.2	-0.1	0.4	0.6	0.4	0.3	1.6
Apr.	0.2	0.4	2.6	-0.2	0.2	0.0	-0.3	0.8	0.1	1.8
May ⁽¹⁾	0.2	0.0	-0.3	0.0	0.1	0.3	0.8	0.5	0.0	2.1
June ⁽¹⁾	0.3	0.4	-0.4	1.8	0.1	0.2	-0.1	0.5	0.3	1.9
July	0.1	0.0	0.4	-0.6	0.2	0.1	0.2	0.5	0.0	1.7
Aug.	0.0	-0.3	-0.5	-1.5	0.0	0.3	0.0	0.3	0.3	1.8
Sept.	-0.1	-0.2	-0.7	-0.7	0.2	-0.1	0.0	-0.2	-0.1	1.6

Footnotes

(1) Some of the figures shown above and elsewhere in this release may differ from those previously reported because data for May 2014 have been revised to reflect the availability of late reports and corrections by respondents.

Final Demand

(Final demand includes goods, services, and construction which are sold for personal consumption, capital investment, government purchases, and export. See table 4 for product detail.)

Final demand goods: The index for final demand goods moved down 0.2 percent in September, the second consecutive decrease. The September decline was led by prices for final demand energy, which fell 0.7 percent. The index for final demand foods also decreased 0.7 percent. In contrast, prices for final demand goods less foods and energy advanced 0.2 percent.

ARTICLE 8. BUSINESS TAX

2-4-801: REVENUE MEASURE:

This article is enacted solely to raise revenue for municipal purposes and is not intended for regulation. The payment of a business tax required by the provisions of this article shall not entitle the payor to carry on any business unless the payor has complied with all of the requirements of this article and all other provisions of this code or State law. [Added by Ord. No. 2357; formerly numbered Section 14-120; renumbered by Ord. No. 3058, eff. 2/21/87; 2939.]

2-4-802: IMPOSITION OF BUSINESS TAXES:

A. Schedule of Taxes: No person shall engage in any business at any location in the City without first having paid the business tax specified in the Burbank Fee Resolution for each such business.

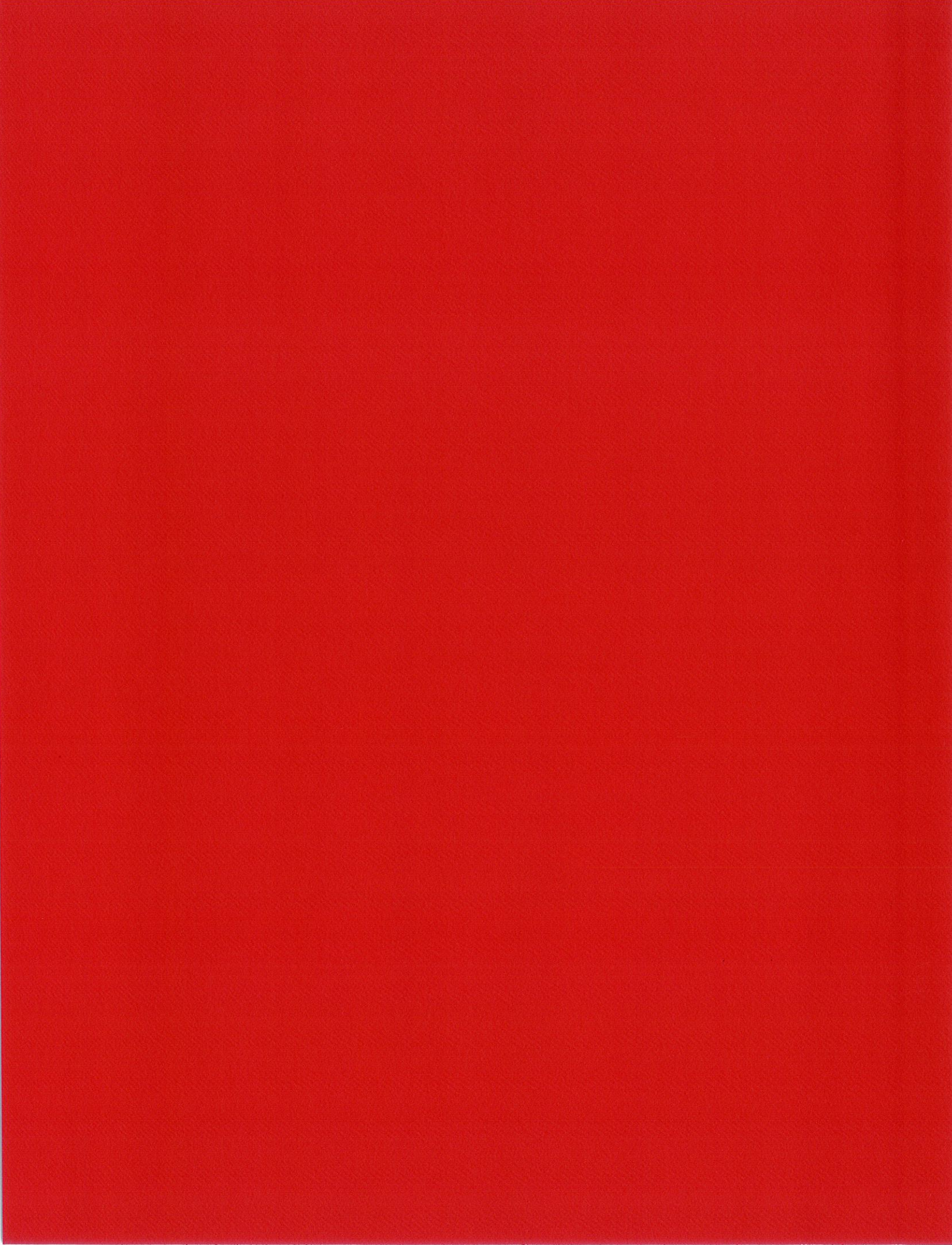
B. Computation of Tax: Except as otherwise provided in this article, the business tax shall consist of two (2) components. The first component shall be a basic or minimum tax to be levied against all businesses, at each business location, doing business within the City. The second component shall be an additional levy for each employee, not exceeding three thousand (3,000) employees, as of July 1 of each year, employed or retained by each such business according to the classifications designated in the Burbank Fee Resolution. The basic tax and the additional levy when added together shall yield the total business tax liability of each business.

C. Adjustment Factor: Effective January 1, 1985, and each succeeding January 1 thereafter, the schedule of business taxes established by the City Council and designated in the Burbank Fee Resolution shall be adjusted in accordance with the provisions of this subsection. On November 1 of each year, the Building Director shall review the current Producers' Price Index (PPI) published by the Bureau of Labor Statistics of the Department of Labor. When such index differs from the index for the previous November 1, the factor of increase or decrease shall be applied to the schedule of business taxes. Such factor shall be computed by dividing the PPI for the current November 1 by that pertaining to the previous November 1. The business taxes then in effect shall be multiplied by said factor and rounded off to the nearest nickel, to determine the adjusted business taxes for the following calendar year.

D. Definitions: Unless the particular provisions or the context otherwise requires, the definitions contained in this subsection shall govern the construction, meaning, and application of the words and phrases used in this article.

BUILDING DIRECTOR: The Building Official or the designee of the Building Official.

BUSINESS: Each and every activity concerned with the making, supplying, and distribution of commodities or services, including, but not limited to, every profession, trade, occupation, and all and every kind of calling.





CITY OF BURBANK
OFFICE OF THE CITY MANAGER
(818) 238-5800
FAX (818) 238-5804

DATE: December 5, 2014

TO: Honorable Mayor and City Council

FROM: Mark Scott, City Manager *MS*

SUBJECT: High Speed Rail Project Legislative Briefing – November 19, 2014

I am transmitting a memo from Joy Forbes and David Kriske relating to a recent briefing on the high speed rail program. The briefing was conducted for local government officials in surrounding cities. I caution only that discussion of future rail alignment beyond the Burbank Station is highly speculative at this point. The California High Speed Rail Association has not even engaged an engineering design consultant for that leg.

On a related note, Mayor Gordon and I attended a day-long conference on Tuesday, December 2, 2014, at the Metro offices. The conference was conducted by the U.S. High Speed Rail Association. I will prepare a summary of what we learned at that conference.

memorandum

DATE: November 20, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director 

SUBJECT: High Speed Rail Project Legislative Briefing – November 19, 2014

- The California High Speed Rail Authority hosted a legislative briefing in Burbank on November 19. The meeting was attended by officials from Burbank, San Fernando, Los Angeles, and Congressman Adam Schiff's office. Councilmember Talamantes was in attendance.
- Michelle Boehm, High Speed Rail Southern California Regional Director, outlined the Authority's ongoing review of corridor alignment alternatives between Palmdale and Burbank, as well as the status of community outreach and the environmental review process.
- The Authority is proposing to study four alignments between Palmdale and Burbank: three alignments would tunnel directly from Palmdale to Burbank through the Angeles National Forest, while one alignment (carried over from an earlier study) would follow State Route 14 through Soledad Canyon and Santa Clarita.
- Two alignments in Burbank were announced for further study. One alignment would travel in the existing Valley Line right-of-way along San Fernando Boulevard. The tracks would enter Burbank from the north in a tunnel, proceed into an elevated viaduct cantilevered over the existing Metrolink tracks, over the Empire Interchange, and over Burbank Boulevard Bridge, before returning to grade at Olive Avenue. The second alignment would enter the city from the north in a tunnel, but extend the tunnel south along Hollywood Way, where it would turn to the east and enter the Coast Line at approximately the Buena Vista / Vanowen rail crossing. The alignment would then proceed at grade along the rail corridor, behind the Empire Center, and return to the Valley Line at Burbank Junction near the Burbank Boulevard overpass.
- The High Speed Rail Authority will hold a community open house in Burbank on Monday, December 8, 2014 at 5:30 PM in the Buena Vista Library Community Room to update the community on the draft alignment proposals and to solicit written comments.

- Councilmember Talamantes asked several questions to Ms. Boehm including clarification on how the tunnel would transition from the Valley Line to the Coast Line, whether or not the alignment would tunnel under the airport, and challenges related to how the Angeles National Forest alignments would cross the new Angeles National Monument. Ms. Boehm responded that the High Speed Rail alignment could possibly tunnel under airport property and that the B-6 property was an attractive location for a station. She clarified generally how the tunnel would continue south along Hollywood Way to intercept the Coast Line, and indicated that crossing the new wilderness area would be challenging but that they believed it was feasible.



CITY OF BURBANK
OFFICE OF THE CITY MANAGER
(818) 238-5800
FAX (818) 238-5804

DATE: December 5, 2014

TO: Honorable Mayor and City Council

FROM: Mark Scott, City Manager *MS*

SUBJECT: Removal of Podocarpus Blocking Sculpted Panels at City Hall

Please take note of this memo by our Parks, Recreation and Community Services staff. The staff recently trimmed the overgrown podocarpus trees that block the front view of City Hall. While it now looks much better, they will grow back quickly. I agree with staff that it is time to remove these trees that have no historic place in the presentation of our impressive building.

Unless I am asked to agendize this item, I will give staff the go-ahead to remove the trees after the Holiday Season. The pine trees along Olive Avenue will continue to provide a fall street canopy.



Memorandum

DATE: November 24, 2014

TO: Mark Scott, City Manager

FROM: Judie Wilke, Parks and Recreation Director *Judie Wilke*

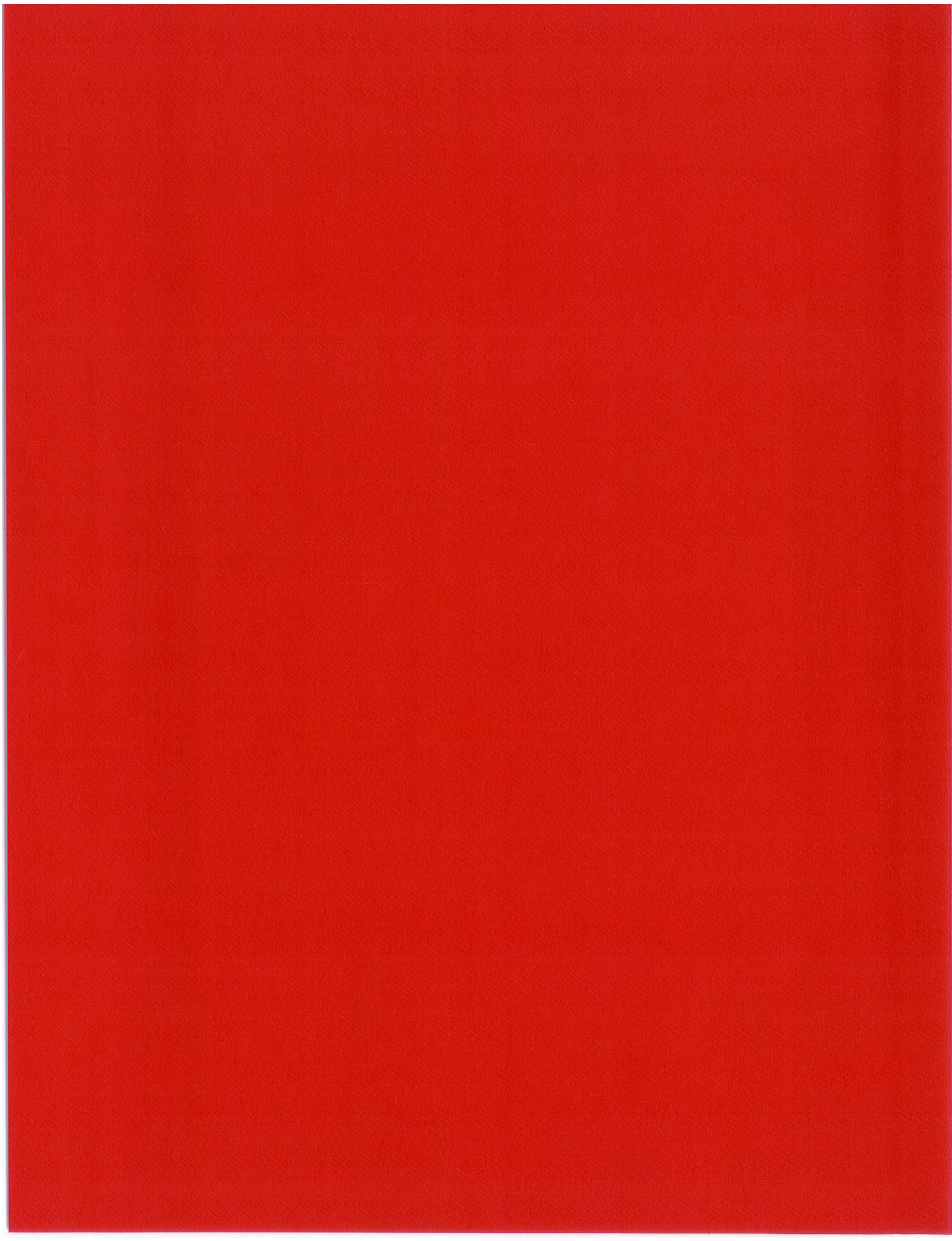
SUBJECT: REMOVAL OF PODOCARPUS BLOCKING SCULPTED PANELS AT CITY HALL

The purpose of this memo is to provide an update regarding the removal of Fern Pines (*Podocarpus gracillior*) blocking the sculpted panels (bas-reliefs) that adorn the front of City Hall. Currently, there are three Podocarpus trees which have been growing in front of City Hall for many years. The trees most likely began life as hedges growing in front of the building and over the years the hedges grew too high to be trimmed from the ground, and at some point the hedges were re-pruned to grow into trees. Since then, the trees have grown to over thirty feet blocking the artwork. While pruning the trees is conducted routinely, it is evident that the pruning (which was recently done) does not show the artwork to its best effect. It is for this reason that staff will be removing the trees. This in turn, will provide clear visibility of the existing artwork.

With the removal of the trees, staff is considering an alternative planting in that area. Therefore, staff's recommendation would be to add to the existing Pink Powder Puff shrubs (*Calliandra haematocephala*). This hedge is maintained at approximately six feet high (as it is now). The shrub would be planted on both sides of the building which would require removal of the Hibiscus (*Hibiscus rosa-sinensis*) on the west side of the building and replacement with Pink Powder Puff shrubs. This will provide a more strategic approach to the planting.

It is staff's opinion that the existing pine trees on the sidewalk provide sufficient shade to the building. However, if the City Manager desires, either Queen Palms (*Syagrus romanzoffiana*), which are located at the courtyard of City Hall, or King Palms (*Archontophoenix cunninghamiana*), could be planted at each corner of the building. The palms would eventually grow large enough to block portions of the artwork. However they will not grow as thick to obstruct the view of the sculpted panels.

Notably, with the holidays in the near future staff recommends the removal of the trees in January/February 2015.





Memorandum

DATE: November 26, 2014

TO: Mark Scott, City Manager

FROM: Judie Wilke, Parks and Recreation Director

A handwritten signature in cursive script that reads "Judie Wilke".

SUBJECT: COMMUNITY GARDEN UPDATE

The purpose of this memo is to provide an update regarding the Community Garden project which has been discussed since 2008 and to update the City Council that staff intends to include the project in the Fiscal 2015-2016 Budget Process.

On October 14, 2008, as the first step in the two-step agenda process, staff discussed the feasibility of developing a pilot community garden (project) within the City. After much discussion, the City Council directed staff to research community gardens and explore possible location sites.

From 2008 to 2013 staff:

- Toured several local community gardens throughout the Los Angeles area with the Los Angeles Community Garden Council;
- Met with the Principal from the Burbank Unified School District (BUSD) Community Day School to discuss the viability of creating a partnership between the City and the BUSD to convert a portion of the garden already at this site (used by their students) into a pilot community garden. However, staff was advised that the BUSD no longer wished to move forward with such a project because the BUSD was in the process of assessing how to maximize the use of their facilities and resources due to the current economic climate. Consequently, plans to develop a community garden at this location were put on hold indefinitely and staff began researching other viable locations;
- Facilitated a meeting with representatives from the City of Los Angeles Department of Water and Power (LADWP) to discuss the viability of utilizing land owned by LADWP to develop a pilot community garden. Ultimately, LADWP was in support of staff's proposal. However, LADWP noted that the City would have to receive approval from LADWP to utilize any land owned by LADWP;
- Various presentations were made to several Boards and Commissions (Parks and Recreation Board (Board), Senior Board and Burbank Sustainable Commission) resulting in the support for the development of a pilot community garden program by each governing body;

- Provided the Board with an update on the Community Garden project. Staff also presented several options for the Board to consider as part of the project; and
- Facilitated two community meetings in which 70 individuals, many from the surrounding neighborhood adjacent to the proposed sites (One is a City-owned property located near Verdugo Avenue and Whitnall Highway (Verdugo) behind Stevenson Elementary School and the other is a City of Los Angeles Department of Water and Power (LADWP) owned property located at Chandler Boulevard and Pass Avenue directly adjacent to the Chandler Bikeway), were in attendance. Overall, the feedback received from these meetings was positive and no opposition was received regarding the two proposed sites.

At the September 12, 2013 Board meeting, the Board unanimously approved staff's efforts to continue with the development of the project. Although the Board favored the Chandler location, staff was encouraged to develop plans for the potential future development of a second community garden. The Board further recommended that staff create a potential partnership, if viable, with a university to design a site plan for each of the locations proposed.

At the April 21, 2014 Board meeting, the Board was advised that staff developed a partnership with Woodbury University (University) in which a nine-week course titled Contemporary Issues: Landscape Architects was developed to design and develop site plans for a proposed project located at either the Verdugo or the Chandler site. At this meeting, the students presented conceptual plans for each of the locations proposed for the Board's review.

In alignment with the Board's recommendation at the April 21, 2014 Board meeting, staff facilitated a meeting on September 15, 2014 with a focused group, comprised of individuals who have experience with community gardens to review the proposed plans and provide feedback regarding any feasible design improvements.

More recently at the October 9th Board meeting, Woodbury Professor, Kate Harvey, presented the Board with the proposed final design of the community garden at the LADWP property located at Chandler Boulevard and Pass Avenue, which included comments provided by the focused group. The Board was supportive of the final plans and recommended that staff present the plans to the City Council for approval. Exhibit A illustrates the proposed plan with shade trees; Exhibit B illustrates the proposed plan without shade trees but includes an additional three gardening plots.

The fiscal impact is unknown at this time as a full-cost proposal has not been developed. However, staff anticipates the cost in developing a pilot community garden potentially ranges from \$75,000 to \$100,000, depending on the various elements incorporated into the project. Notably, staff is optimistic that Art in Public Places funding could be allocated to offset the cost associated with the garden's perimeter fencing.

Staff believes that a variety of funding sources could be utilized to finance the development of the project. However, it is pivotal that staff receive approval to move forward with the project to then seek grant opportunities. The following potential partnerships have been identified:

Burbank Water and Power:	Grants and Assistance with Utility Connections
The Home Depot:	Grants
The Healthy Sprouts Award:	Grants
Lowe's:	Monetary and Supplies
Orchard Supply Hardware:	Monetary and Supplies
Burbank Residents:	In-Kind – Volunteer Labor
Non-Profits:	Monetary, In-Kind and Supplies

Various partnerships with local business and associations will also be aggressively explored to help offset development costs. Additionally, in an effort to take an entrepreneurial approach, staff is researching the viability of using Kickstarter or GoFundMe, which are global crowdfunding platforms. Crowdfunding is the practice of funding a project or venture by raising monetary contributions from a large number of people, typically via the internet.

While it is crucial to obtain funding from various partnerships, staff believes that it is also important to solidify a management structure for the community garden. To that end, staff is proposing to collaborate with the Los Angeles Community Garden Council (Garden Council) to assist staff with developing a strong leadership group within the community to establish, maintain, and operate the garden. Another viable option would be allowing the Garden Council to oversee and administer the operations and management of the garden at a nominal cost.

Further, staff has been advised that the LADWP is willing to allow the City to utilize the LADWP property, located at Chandler Boulevard and Pass Avenue, property for the next 20 years for the following annual rental costs:

- Year 1 - \$13,300
- Year 2 - \$13,699
- Year 3 - \$14,110
- Year 4 - \$14,533
- Year 5 - \$14,969
- Years 6 through 20 shall be the prior years' annual rent multiplied by 1.03 or 103% of the prior year's rent.

With the commitment and support of the Board; interest and input from the community; and through partnership with Woodbury University, the City is one step closer to developing a community garden. In particular, the partnership with the University has been beneficial and valuable to the City by providing design plans for a community garden. In addition, this partnership has provided University students with the opportunity to fully engage in a civic project that required community involvement.

Staff believes this project is now at the pivotal point in determining whether or not to proceed. As a result, it is staff's intention to include the Community Garden in the Department's capital projects 2015-2016 budget for City Council consideration.

EXHIBITS

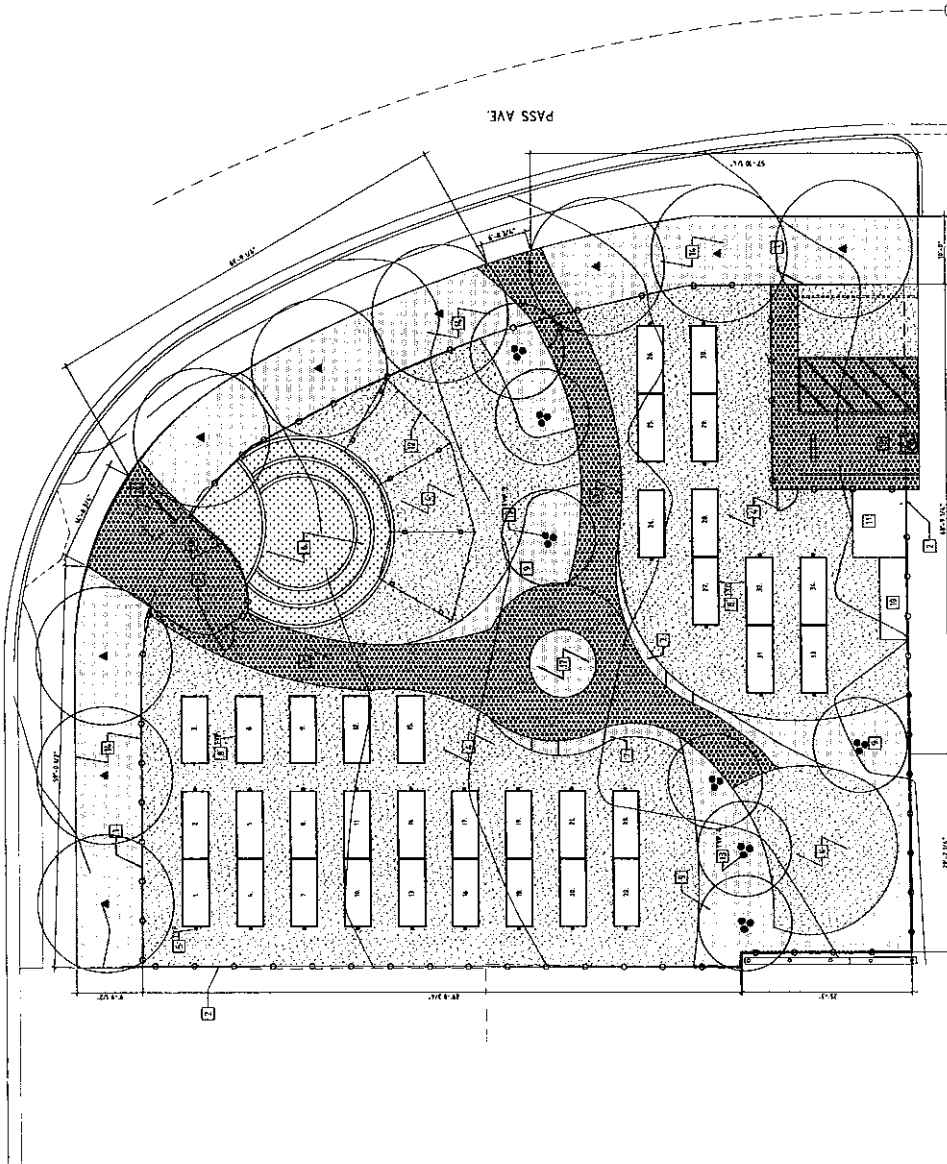
- A – Option 1
- B – Option 2

EXHIBIT A

SITE PLAN KEY NOTES:

- 1 DECORATIVE METAL FENCE W/ PUBLIC ART COMPONENTS
- 2 EXISTING CHAIN LINK FENCE
- 3 PERIMETER PAINTED
- 4 RECONSTRUCTED GRANITE
- 5 ASHLEBERRY
- 6 SANITARY APPURTEANCES W/ COMPOSITE LOW TERRACES -
- 7 CONSTRUCTED INTERLOCK AMBITOS
- 8 CEDAR SHED PLANTERS - LVS. TYPICAL IN
- 9 NATIVE MARSH - RAIN GARDEN
- 10 COMPOST, TRASH, RECYCLING
- 11 TOOL SHED
- 12 PLANTED TRELLIS STONE USE
- 13 FRUIT TREES
- 14 PUBLIC PARKWAY PLANTING - SHADYFRONT TREES
- 15 BI PARKING STALLS, 1 WAY ACCESSIBLE STALL
- 16 BIKE RACK
- 17 COMPIGAL - CONSTRUCTION PLANT
- 18 DOUBLE-DECK HOIST ROAD

CHANDLER AVE.



1 SITE PLAN

PLAN

TACK

LANDSCAPE - URBANISH
152 ANDERSON STREET
LOS ANGELES, CA

PROJECT

CITY OF BURBANK
CHANDLER COMMUNITY GARDEN

DESIGN DEVELOPMENT

AUGUST 08, 2015

A1.0

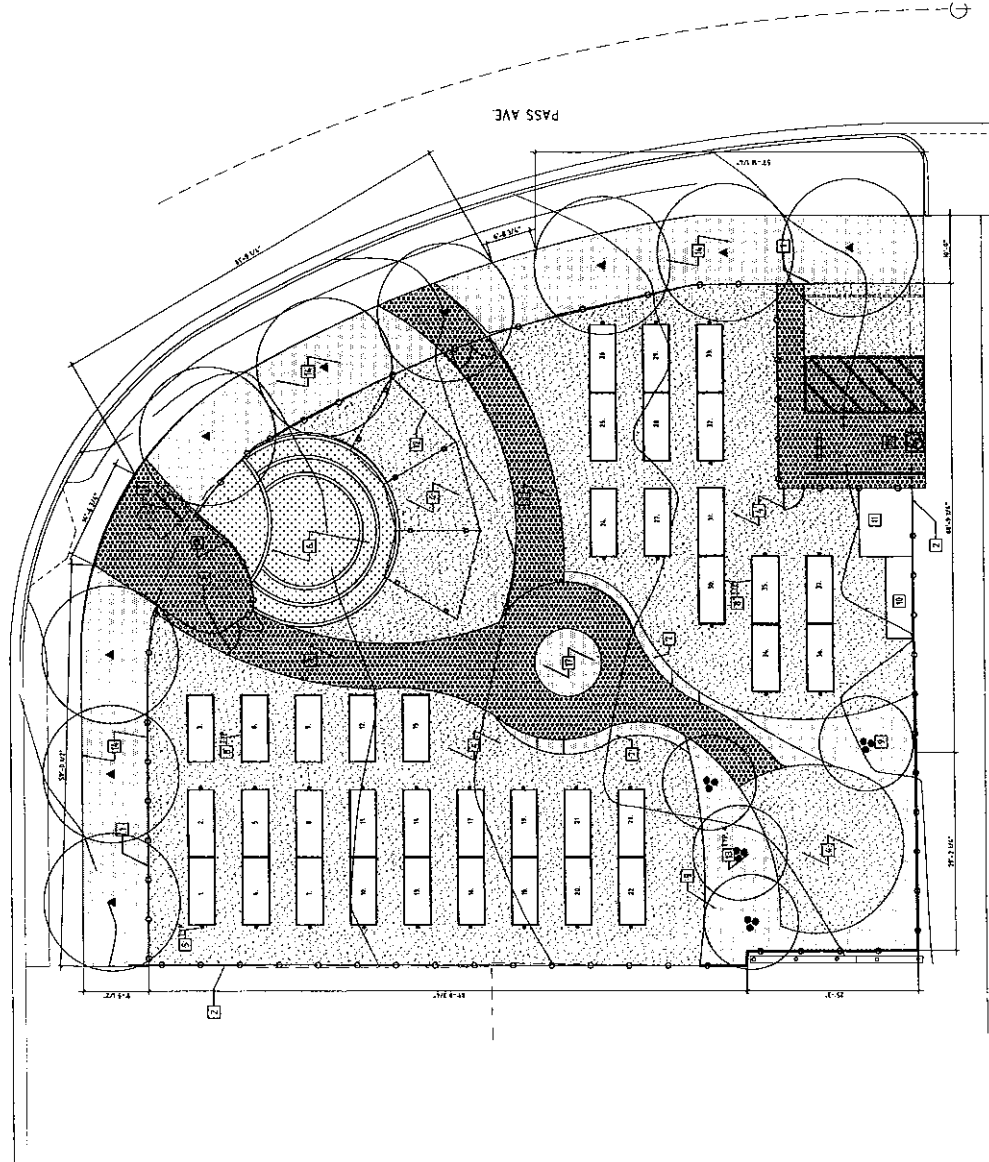
SITE PLAN

EXHIBIT B

SITE PLAN KEY NOTES:

- 1 DECORATIVE METAL FENCE W/ PUBLIC ART COMPONENTS
- 2 FERTILIZING ORGANIC LIME FERTILIZER
- 3 PERFORATED PAVING
- 4 DECOMPOSED GRANITE
- 5 HOSE RIBB •
- 6 PARTIALY-RECYCLED W/ CONCRETE EDGE TERRAPLANS •
- 7 CONCRETE W/ POLYURETHANE COATING
- 8 CONCRETE W/ POLYURETHANE COATING
- 9 CEDAR BASED PLANTER: 1/2" TYPICAL 1/4"
- 10 PLANTING: 1/2" TYPICAL 1/4"
- 11 COMPOST, WASTE - RECYCLING
- 12 TOOL SHED
- 13 PLANTED WHEELS STRUCTURE
- 14 FRUIT TREES
- 15 PUBLIC PATHWAY PLANTING - SHAGBARK TREES
- 16 02 PARKING STALLS: 1/4" ACCESSIBLE STALL
- 17 BUILT-UP
- 18 CORNER - DECOMPOSITION POINT
- 19 DOUBLE-SIDED NOTICE BOARD

CHANDLER AVE.



1 SITE PLAN

KEY PLAN



TACK
LANDSCAPE • URBANISH
700 S. GILBERT
LOS ANGELES, CA 90005

PROJECT

CITY OF BURBANK
CHANDLER COMMUNITY GARDEN

1001 CHANDLER AVE.
BURBANK, CA 91506

DESIGN DEVELOPMENT
AUGUST 18, 2016


A1.0

SITE PLAN

memorandum

DATE: December 3, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director 
VIA: Ruth Davidson-Guerra, Assistant Community Development Director 
BY: Marcos Gonzalez, Grants Coordinator 

**SUBJECT: 2014-15 REGIONAL WINTER SHELTER PROGRAM –
PROPOSED STREET OUTREACH PROGRAM**

On November 17th, staff met with the Affordable Housing Advisory Committee (Committee) to present an update on the Winter Shelter Program (WSP)¹ and discuss staff's goal of developing an effective and efficient method of providing the Burbank homeless access to the winter shelter. The purpose of this memorandum is to provide an update on WSP developments since the Committee meeting.

The Los Angeles Homeless Services Authority (LAHSA)² coordinates and allocates funding for the Los Angeles County and City Regional WSPs for homeless persons. The 2014-15 WSP that encompasses the cities of Burbank, Glendale, and greater San Fernando Valley (Service Planning Area 2) will be located in Pacoima and operated by Hope of the Valley, which was approved by LAHSA on November 14. As described in the staff's update to the Committee, Ascencia of Glendale was authorized to operate the 2014-15 WSP. However, Ascencia was unable to secure a winter shelter site by LAHSA's due date of October 31, 2014, which positioned Hope of the Valley as the new program operator.

The 2014-15 WSP will be an 80-bed program and will serve individuals on a first-come, first-served basis. Families seeking assistance from the WSP will be connected to the Los Angeles Family Housing Corporation or the Los Angeles County 2-1-1 referral and resource hotline. The venue of the WSP will be at the Greater Community Second Missionary Baptist Church located at 11066 Norris Avenue in Pacoima. Operations of the program are as follows:

- Open a total of 91 nights (no black-out dates);
- Operate December 15, 2014 through March 15, 2015;
- Shelter opens at 6:00 p.m. each evening;
- Shelter closes at 7:00 a.m. each morning
- Provide case management; and
- Provide meals and access to supportive services and housing assistance.

¹ A winter shelter is intended to be a low barrier temporary emergency shelter for homeless individuals regardless of their criminal history and active alcohol or substance abuse during the period of time in which the Los Angeles region experiences its most inclement weather (December – March).

² A joint powers authority created by the City/County of Los Angeles for the administration of homeless resources/programs.

Due to the recently announced changes in location, staff began researching the accessibility of the WSP for our Burbank homeless. Staff has concluded its research by compiling a list of options and the costs associated for each.

- | | |
|---|-----------------|
| 1) Provision of bus tokens/pass to WSP | \$3,000 |
| 2) Utilize the Burbank Senior and Disabled Shuttle to WSP | \$20,000 |
| 3) Hire a private shuttle service to WSP | \$31,000–36,000 |
| 4) Contract with Ascencia for street outreach & busing to WSP | \$36,000 |

Burbank had success in the past when utilizing bus tokens/passes as a component of the WSP (2010 - 2013) in conjunction with street outreach services. In order for bus tokens/passes to be an effective resource, public transportation to and from a WSP must be conveniently available and within walking distance to the winter shelter.³ In prior years, shuttle services have been utilized for the WSP (2008 and 2009); however, direct and indirect costs for insurance, gasoline, and maintenance of the pick-up and drop-off area make the shuttle service an inefficient and costly operation. Further, there is no assurance that Burbank homeless are willing to travel to Pacoima for shelter.

Burbank Street Outreach & Transportation Proposal

As of 2010, Ascencia has operated a Burbank Street Outreach Program to connect the Burbank homeless to the WSP and other resources; managed the distribution of bus tokens/passes to recipients; enrolled the homeless in case management; transported individuals to local service providers; and provided information to programs and services available to them. Ascencia is proposing a similar Street Outreach Program for the 2014-15 winter season while remaining reasonably affordable and by including the delivery of bus tokens/passes to Burbank homeless in their proposal.

Proposed 2014-15 Street Outreach Program/Budget

December 1, 2014 to March 31, 2015

Personnel	Wages	Benefits	20 hours per wk.	Proposed Burbank Funding
Outreach Lead Case Manager	\$6,786	\$3,082	\$9,868	\$9,868
Outreach Case Manager	\$5,742	\$2,706	\$8,448	\$8,448
Subtotal				\$18,316
Client case management, transportation, and administration				\$8,667
Total Proposed Expenditure				\$26,983

Street outreach services are extremely important during the winter season because they can effectively connect the homeless to emergency assistance and shelter. In support of this effort, staff recommends using the Council-approved budget for homeless services and programs (Homeless Service Account 001-CD23A-62170, which has sufficient funds available) for the Burbank Street Outreach and Transportation expenditure of approximately \$26,983.

³ The 2014-15 WSP in Pacoima is accessible via public transportation. Metro Bus operates lines 292 and 794 on weekdays/weekends that have stops within walking distance to the winter shelter.

THE

PROGRESS OF

THE

ARTS

AND

MANUFACTURES

IN

THE

UNITED STATES

OF AMERICA

FROM

1790 TO 1860

BY

JOHN

W. FOSTER

OF THE

AMERICAN

ANTI-SLAVERY SOCIETY

NEW YORK

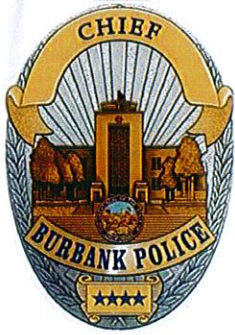
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CITY OF BURBANK
OFFICE OF THE CITY MANAGER
(818) 238-5800
FAX (818) 238-5804

DATE: December 5, 2014
TO: Honorable Mayor and City Council
FROM: Mark Scott, City Manager *MS*
SUBJECT: Burbank Police Department – Press Releases

Please see the following recent press releases highlighting Police Department programs of special interest.



Scott LaChasse
Chief of Police

BURBANK POLICE DEPARTMENT

200 North Third Street, Burbank, CA 91502

OFFICIAL NEWS RELEASE

BURBANK PD ACHIEVES CALEA ACCREDITATION

DATE: November 26, 2014

Chief Scott LaChasse, of the Burbank Police Department, announced that the Department has been awarded the Advanced Law Enforcement Accreditation by the Commission on Accreditation for Law Enforcement Agencies (CALEA). This coveted award is considered the highest standard of excellence in law enforcement. With this accreditation, the Burbank Police Department becomes the second municipal law enforcement agency in Los Angeles County to be accredited and joins an elite class of accredited law enforcement agencies that represent less than three percent of all law enforcement agencies in the country.

CALEA accreditation represents a significant professional achievement but more importantly, it represents the Department's commitment to self-improvement and providing excellent service to the community. The CALEA Advanced Law Enforcement Accreditation requires compliance with a comprehensive set of over 480 standards that reflect the current thinking and experience of law enforcement practitioners and researchers. Since the first accreditation award in 1984, the program has become the primary formal method for an agency to voluntarily demonstrate their commitment to excellence in law enforcement.

Present in Albuquerque, New Mexico to receive the accreditation award on November 22, 2014, were City Manager Mark Scott, Chief Scott LaChasse, Deputy Chief Tom Angel, Captain Ron Caruso, and the Department's Accreditation Manager Lieutenant Armen Dermenjian. During the Agency Review Hearing, Commissioner Webre complimented Chief LaChasse on the Department's workforce demographics as representing the community's demographics as "perfectly as he has seen." He also recognized that the information reported by the Department about its critical incidents was consistent with industry standards and commented, "It gives me the confidence that you truly were forthright, objective, and embraced the process."

Chief LaChasse attributes the success in achieving CALEA Accreditation to the professionalism and perseverance of all Burbank Police Department personnel as well as to the active support of the City Council and the City Manager. By achieving the "Gold Standard in Public Safety," the Burbank Police Department has certainly demonstrated its

QUESTIONS REGARDING THIS STATEMENT MAY BE DIRECTED TO
OFFICER JOSHUA KENDRICK, @ 818-238-3223

24-HOUR: 818-238-3000

PRESS INFORMATION OFFICE: 818-238-3240

DETECTIVE BUREAU: 818-238-3210

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WWW.NIXLE.COM

PUBLIC SERVICE MESSAGE



BURBANK POLICE DEPARTMENT

200 North Third Street, Burbank, CA 91502

OFFICIAL NEWS RELEASE

BURBANK PD ACHIEVES CALEA ACCREDITATION

Scott LaChasse
Chief of Police

commitment to transparency, constitutional policing, service excellence, and continuous improvement, according to Chief LaChasse.

CALEA accreditation is an ongoing process and requires reaccreditation every three years.

About CALEA

The Commission on Accreditation for Law Enforcement Agencies, Inc., (CALEA®) was created in 1979 as a credentialing authority through the joint efforts of law enforcement's major executive associations: International Association of Chiefs of Police (IACP); National Organization of Black Law Enforcement Executives (NOBLE); National Sheriffs' Association (NSA); Police Executive Research Forum (PERF). For more information about CALEA, visit www.calea.org.



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PUBLIC SERVICE MESSAGE



Scott LaChasse
Chief of Police

BURBANK POLICE DEPARTMENT

200 North Third Street, Burbank, CA 91502

OFFICIAL NEWS RELEASE

BURBANK & GLENDALE POLICE JOINT AIR SUPPORT UNIT WELCOMES NEW MD 520N HELICOPTER

DATE: November 20, 2014

Yesterday, the Burbank and Glendale Police Departments Joint Air Support Unit accepted the formal delivery of a new MD 520N helicopter. The MD 520N features the exclusive NOTAR® system for anti-torque and directional control. By replacing conventional tail rotors with the NOTAR system, the margin of safety immediately increases for crew and aircraft, and the noise decreases; making it an exceptional choice for operation in densely populated areas.

Burbank Police Captain Michael Albanese stated, "The acquisition of the new MD 520N equips both the Burbank and Glendale Police Departments with the most contemporary police helicopter that will enhance their effectiveness and efficiency in responding to calls for service. The new MD 520N is truly a state-of-the art aircraft for police service."

The Burbank/Glendale MD 520N is equipped with:

- A 420-shp Rolls-Royce 250-C20R/2 turbine engine.
- Dual side mounts.
- A 2,000 lb. cargo hook.
- A cockpit configuration that features a Garmin G500H EFIS all-glass avionics flight display, Garmin Aera 796 portable GPS, an AeroComputers moving map system, and a Technisonic tactical radio.
- An SX-16 Nightsun®.
- A FLIR® ULTRA8500 imaging system which provides greater range and visibility to optimize the helicopter's support of all tactical ground operations.



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PUBLIC SERVICE MESSAGE



BURBANK POLICE DEPARTMENT

200 North Third Street, Burbank, CA 91502

COMMUNITY BULLETIN

BPOA & BPD COMMAND STAFF DONATE \$1500 TO THE BURBANK TEMPORARY AID CENTER

DATE: November 20, 2014

On November 20, 2014, the Burbank Police Officers' Association and the Burbank Police Department Command Staff presented Executive Director, Barbara Howell and the Burbank Temporary Aid Center (BTAC) a check in the amount of \$1,500.00. Between Thanksgiving and Christmas, BTAC will distribute more than 1,000 turkeys, serving over 500 households in Burbank.

BTAC has already begun distributing Thanksgiving food. But the most intense time will begin this week and continue through mid-day on Wednesday, November 26th. The holiday food consists of the "traditional" items of turkey, (sometimes hams for Christmas), stuffing, potatoes, pies, etc., plus pancake mix and syrup.



Sergeant Claudio Losacco, President of the BPOA, commented, "The members of the Burbank Police Officers' Association are grateful to be part of such a fantastic community. We are happy to support such a worthwhile mission. We hope that through this donation BTAC is able to assist and support our neighbors in the community who need help during the holiday season."

Burbank Temporary Aid Center is dedicated to provide the poor, working poor and homeless of the local community with basic services they need to live with dignity, and to serve citizens of the city in times of emergency and disaster.

BTAC is located at 1304 West Burbank Boulevard, Burbank, CA 91506 – (818) 848-2822 Monday - Friday 9:00 am-12:00 pm & 1:30 pm-5:00 pm.

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OFFICER JOSHUA KENDRICK, @ 818-238-3223

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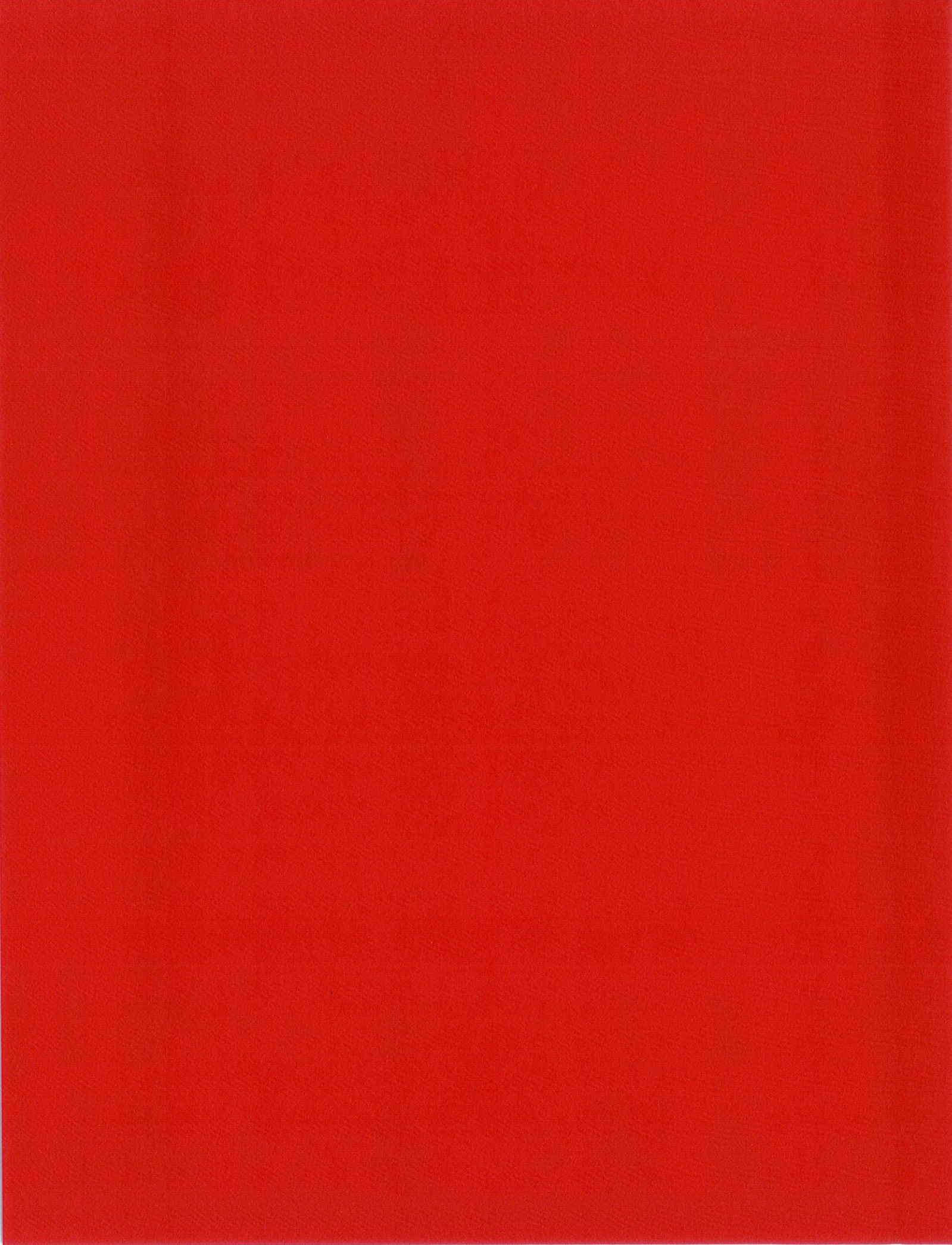
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PUBLIC SERVICE MESSAGE



memorandum

DATE: November 20, 2014

TO: Mark Scott, City Manager

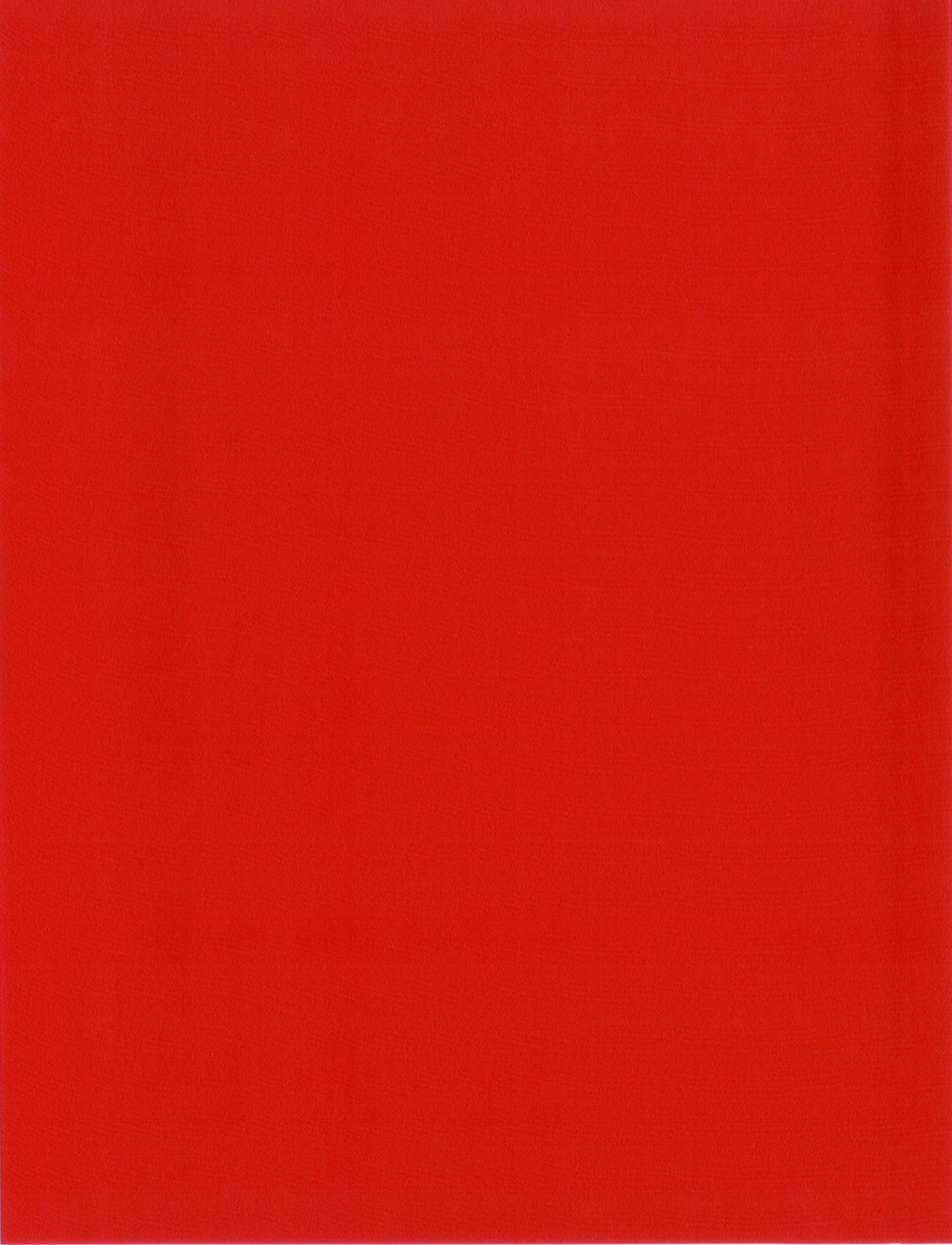
FROM: Joy R. Forbes, Community Development Director 

SUBJECT: Alameda North Neighborhood Protection Plan (NPP) Working Group Meeting – November 6, 2014

- The purpose of the meeting was to review with the neighbors staff's implementation plan for the temporary cul-de-sacs, update the group on the status of the consultant contract, discuss outreach and Police and Fire considerations, and review the other Alameda North NPP elements that were adopted by City Council in 2005.
- The neighbors were supportive of the implementation plan and the schedule to implement the temporary cul-de-sacs in late January 2015. They agreed that it was important to collect data before and after the closures to objectively assess their effectiveness and effects on other streets.
- The group asked to meet generally once per month to review the implementation status of the cul-de-sacs and also the consultant's recommendation on other aspects of the plan.
- The group asked for the meeting materials to be posted on the City's website for review by their other neighbors. Staff has established an Alameda North NPP webpage where information will be posted. The direct link is: <http://burbankca.gov/departments/community-development/planning-transportation/transportation-planning/neighborhood-protection-plans/alameda-north-npp>.

NOV 21 10:33

CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT



memorandum

DATE: November 24, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director 

SUBJECT: **San Fernando Valley Council of Governments (COG) Board Meeting - November 24, 2014**

- The Board voted to support the MoveLA Town Hall meeting to discuss transportation issues in the San Fernando Valley COG region. The cost will be a maximum of \$1,100 to the COG, but MoveLA will fund all other costs for the Town Hall. The event will be held in February on a date to be determined.
- The Board agreed to a six month working group commitment with the Red Cross to ready the community for a disaster. Council Member Talamantes invited the Red Cross regional director to our next Disaster Council meeting, in which a local member of the Red Cross currently participates. The Board felt preparing the community and coordinating regionally was important.
- Various transportation committees were discussed. The Board is seeking volunteers from Board members, other elected members from member cities, and staff to help fill some vacancies as a representative of the COG. Burbank is well represented on these various committees, through staff and Council Member Talamantes, however, staff and City Council may need to consider other appointments to ensure the COG is represented as well as the City.
- Council Member Talamantes agreed to again chair the revived Transportation Ad Hoc Committee. The Executive Director felt it was important for this committee to meet in the coming months to discuss the Mobility Matrix as well as other important transportation issues affecting the region such as High Speed Rail.
- It was announced that LA County and all member cities have agreed to the Joint Powers Agreement amendments.

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CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT

memorandum

DATE: November 20, 2014

TO: Mark Scott, City Manager

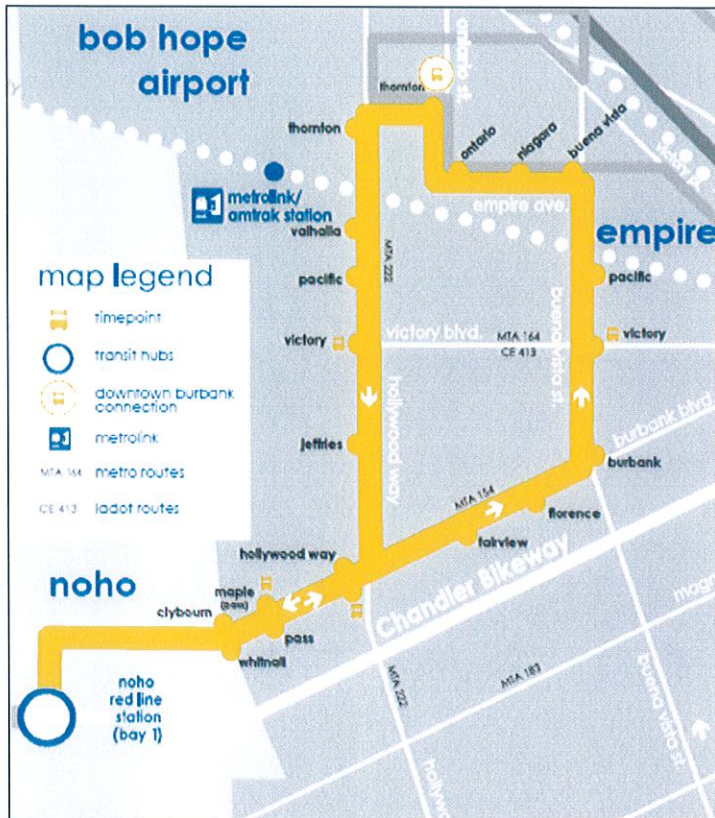
FROM: Joy R. Forbes, Community Development Director 

SUBJECT: Transportation Commission Meeting – November 17, 2014

- Staff and the City's BurbankBus marketing consultant, Moore and Associates, reviewed seven BurbankBus service scenarios for the Noho-Empire and Empire-Downtown routes (see attached). The purpose of this service planning was to achieve three objectives: 1) improve on-time performance of the Noho-Empire Route, 2) implement all-day service between the Noho Red Line / Orange Line station and 3) serve the RITC and Hollywood Way Metrolink Station. Information on the service scenarios included changes to service frequency, vehicle fleet needs, and annual costs. Funding from the I-5 Construction Mitigation money approved by Metro in October could fund these service changes for up to five years.
- The Commission voted to recommend that staff approve administrative changes to improve on-time performance immediately, and to investigate alternative 5D for implementation in 2015 when I-5 funds are available. Alternative 5D would implement all-day service on the Noho-Empire route from 6:00AM to 10:00PM Monday through Friday and would serve the Airport RITC. The Commission asked staff to refine this alternative to implement service hours that cover airport employee shifts and airline passenger hours. The Commission did not take a position on the Empire-Downtown route changes, which would likely not be implemented until the Hollywood Way Metrolink Station opens. All major service changes would come before the City Council for approval.
- The Commission continued their discussion of recommending to City Council a set of High Speed Rail (HSR) Guiding Principles. Discussion focused on a desire to strongly advocate for a blended system to LAUS without an interim terminus. The Commission requested that Don Sepulveda, Metro Executive Officer of Regional Rail, speak with the Commission at a future meeting to advise the City on Metro's position with HSR and a blended system, and to provide more information on Metro's operating agreement with Union Pacific, which could affect the viability of a blended system. They requested the City Manager be invited to this meeting as well.

Attachment

Scenario 1 – NoHo/Empire



Scenario 1 only addresses on-time performance issues for the existing route alignment. It does not add service into the RITC.

Service span = status quo

Daily VSH = 15.1

Frequency = 18 min.

Vehicles required = status quo (2)

Annual cost = \$217,899.80 (status quo = \$215,446.62/increase of \$2,453.18)

Scenario 4a – NoHo/Empire



Scenario 4a adds mid-day off-peak service while also addressing on-time performance. It does not add service into the RITC.

Service span = status quo, but with added service between 10 a.m. and 2:30 p.m.

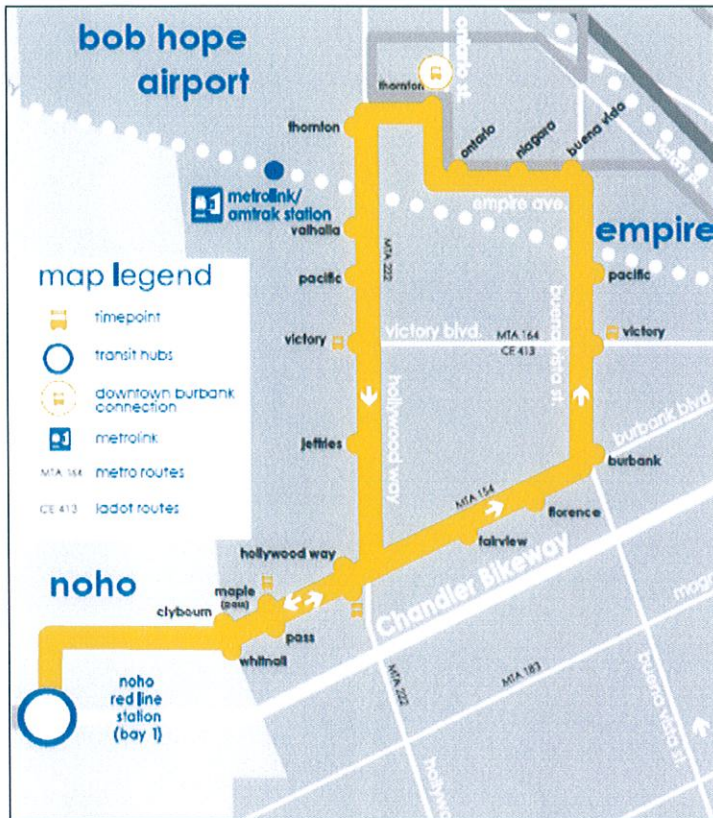
Daily VSH = 23.9

Frequency = 18 min.

Vehicles required = status quo

Annual cost = \$344,887.76 (status quo = \$215,446.62/increase of \$129,441.14)

Scenario 5d – NoHo/Empire



Scenario 5d provides all-day service using up to three vehicles. It adheres to the existing alignment and does not serve the new Metrolink station. It addresses the on-time performance issue and allows for service into the RITC.

Service span = 6:00 a.m. to 10:00 p.m.

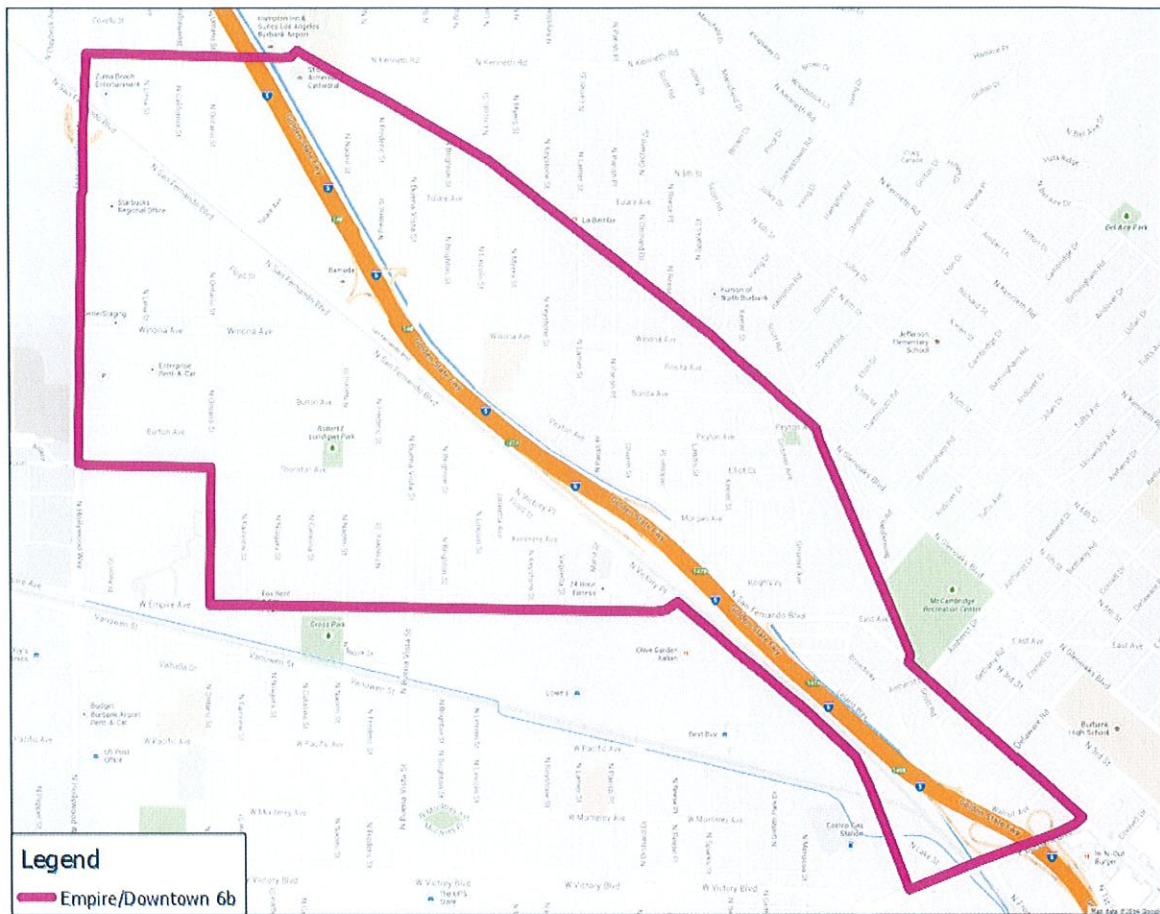
Daily VSH = 35.7

Frequency = 15 min. peak, 20 min. mid-day (off-peak), 45 min. evening (off-peak)

Vehicles required = 3 (status quo = 2)

Annual cost = \$515,167.07 (status quo = \$215,446.62/increase of \$299,720.45)

Scenario 6b – Empire/Downtown



Scenario 6b would eliminate service to the Downtown Metrolink station and add service to the new Metrolink station.

Service span = status quo

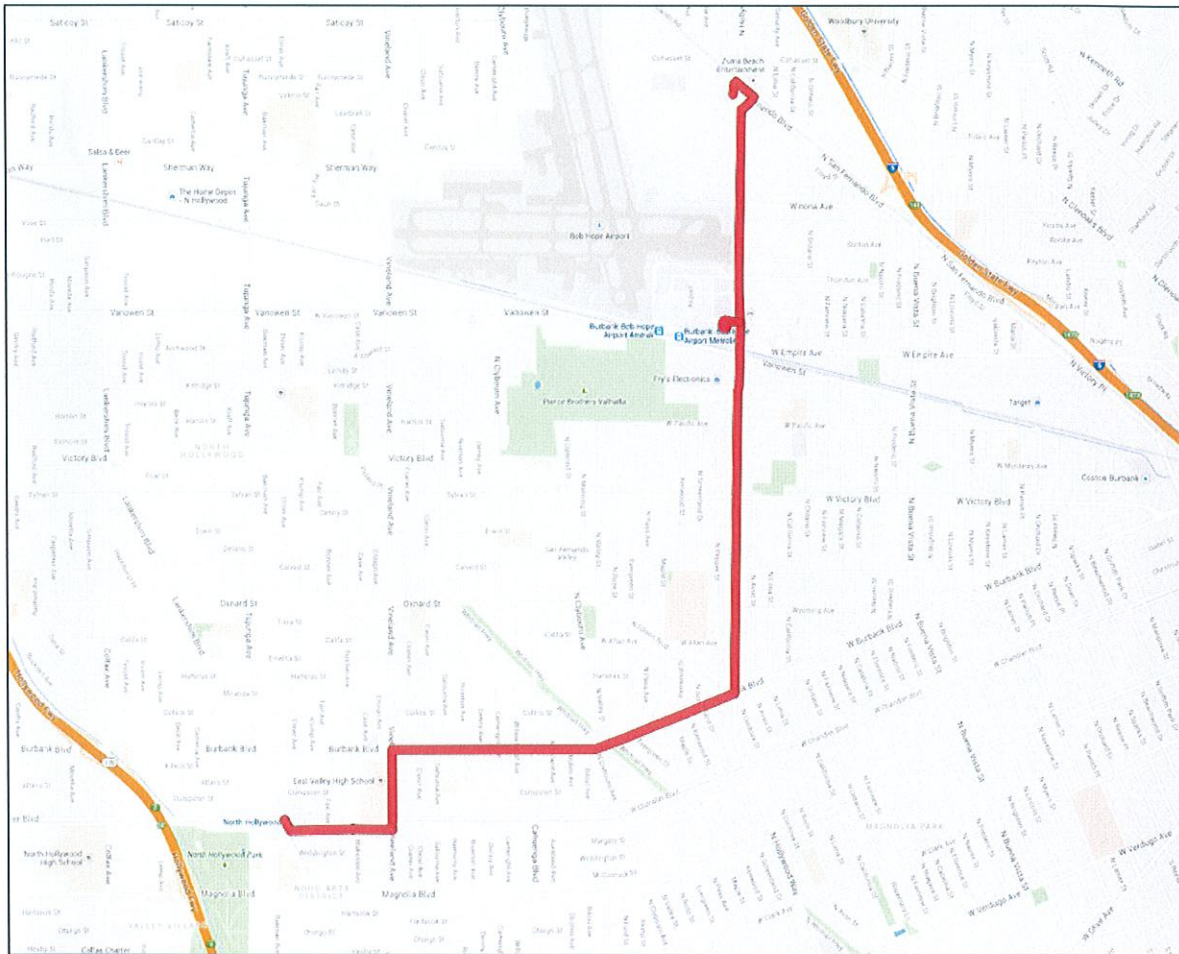
Daily VSH = 14.47

Frequency = 13 min. (morning), 15 min. (afternoon)

Vehicles required = status quo (2)

Annual cost = \$208,808.61 (status quo = \$202,026.30/increase of \$6,782.31)

Scenario 7 – NoHo/Metrolink Route



Scenario 7 introduces a new route connecting the NoHo Red Line station with the Burbank Airport and new Metrolink station. It would provide all-day service on weekdays.

Service span = 5:30 a.m. – 10:30 p.m., Monday through Friday

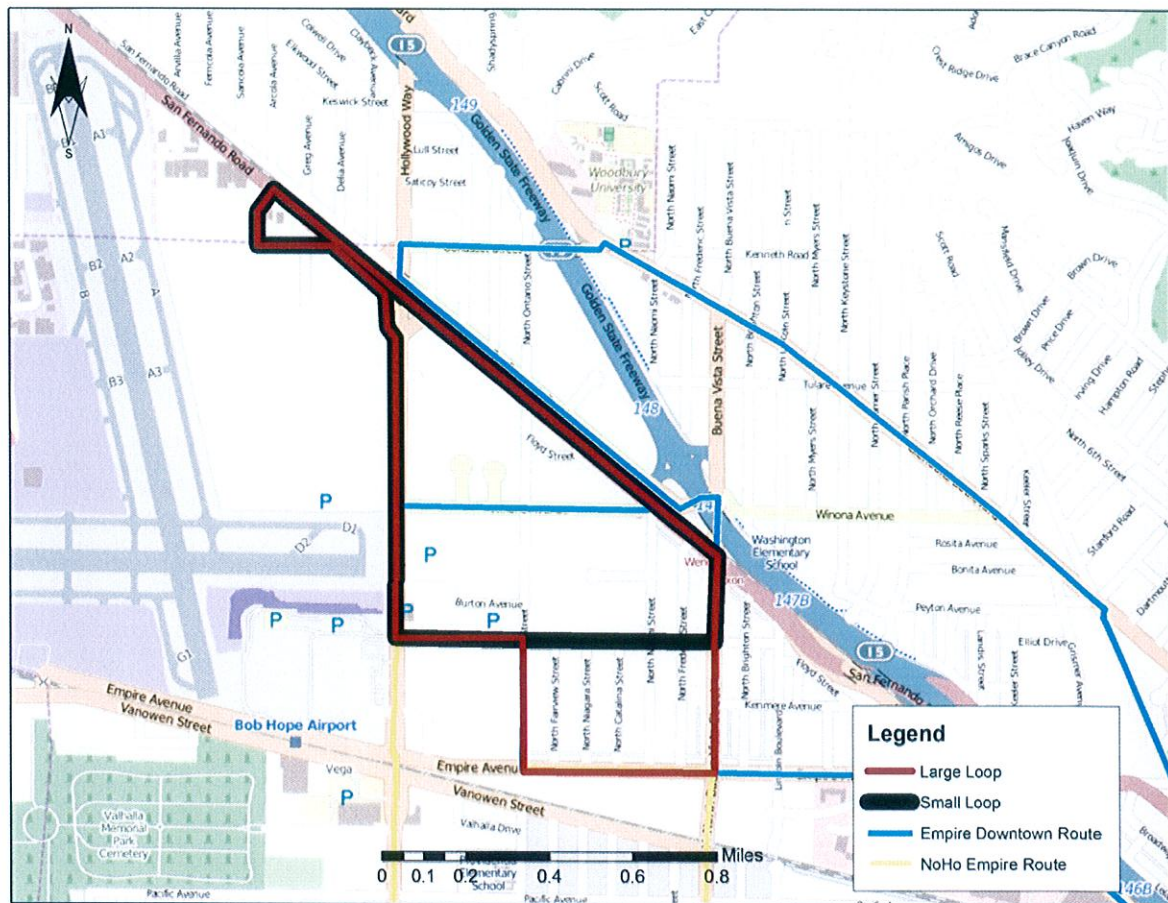
Daily VSH = 75.6 hours

Frequency = 15 min.

Vehicles required = 4 additional

Annual cost = \$1,090,942.02

Scenario 8 – Airport/MetroLink Large Loop



Scenario 8 is a new service providing a connection between the Burbank Airport and new Metrolink station. The large loop (in red) maintains service to Empire Ave. It offers slightly less frequent service than the small loop (in black), though the annual operating cost remains the same.

Service span = 6:00 a.m. – 10:00 a.m./2:30 p.m. – 7:00 p.m., Monday through Friday

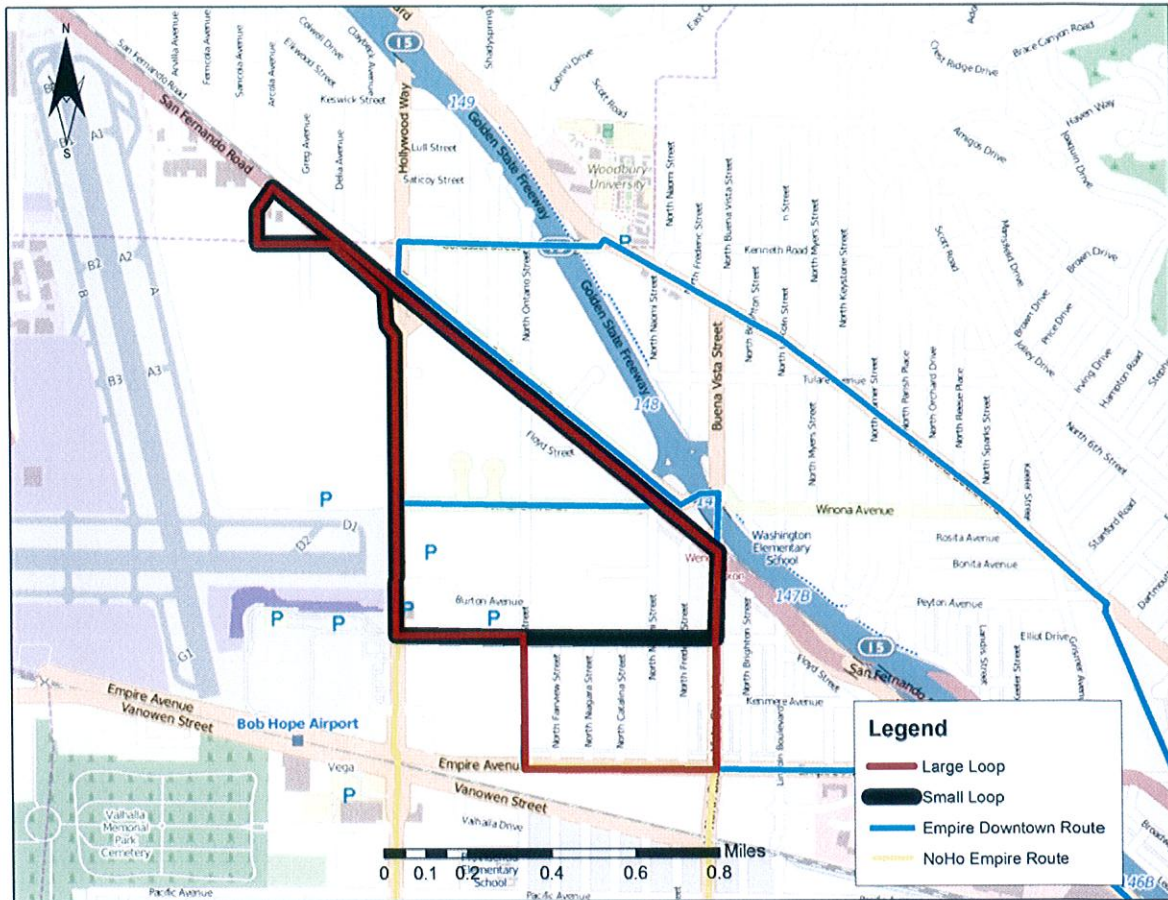
Daily VSH = 16.67

Frequency = 9 min.

Vehicles required = 2 additional

Annual cost = \$240,555.60

Scenario 9 – Airport/Metrolink Small Loop



Scenario 9 is a new service providing a connection between the Burbank Airport and new Metrolink station. The small loop (in black) eliminates service to Empire Ave. It offers slightly more frequent service than the large loop (in red), though the annual operating cost remains the same.

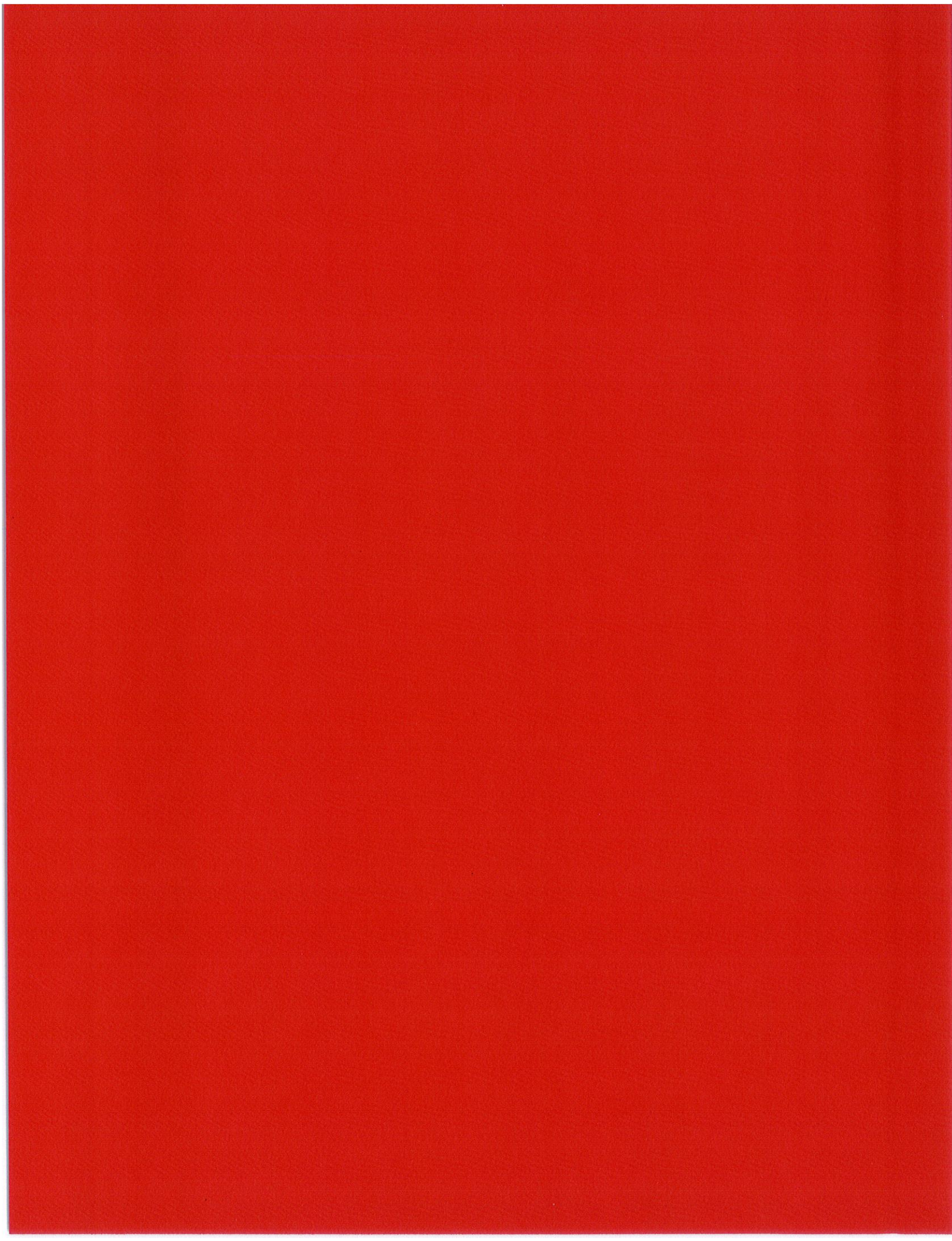
Service span = 6:00 a.m. – 10:00 a.m./2:30 p.m. – 7:00 p.m., Monday through Friday

Daily VSH = 16.67

Frequency = 8 min.

Vehicles required = 2 additional

Annual cost = \$240,555.



TRAFFIC COMMISSION

November 20, 2014

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

Members Present:

Linda Barnes, David Carletta, Robin Gemmill, Rebecca Granite-Johnson, Kevin Harrop, Brian Malone, Paul McKenna, Vanessa Rachal, Joe Terranova

Members Absent: None

III. ORAL COMMUNICATIONS

A. Public Input - Tassilo Baur and John Paul Rodarte, residents from 1340 N. Avon St, asked that the City consider removing parking restriction signs from Burbank Blvd near their apartment building. Ralph Herman, a resident and former member of the Traffic Commission, discussed Caltrans' signage issues near the I-5 freeway, including knocked over signs/inaccurate detour signs, and was concerned with the Victory/Empire signal, having seen an accident occur there recently. He also presented information on FHWA approval of a flashing yellow arrow traffic signal module

B. Commission Members - Commissioner Carletta asked about the status of the pedestrian crossing signal at Florence & Olive. Bids have been received, and staff will meet with the City Manager to discuss next steps. Commissioner Gemmill asked about traffic back up at the Olive freeway offramp (Orange Grove/First area). Commissioner Harrop indicated an additional business had showed support of changing parking restrictions on the 3400 block of West Magnolia to 1-hour.

C. Staff Communications - Staff will contact businesses on the additional portion of Front St. that may be renamed IKEA Way and tentatively bring back information on the status to the Traffic Commission in January 2015.

IV. APPROVAL OF MINUTES:

The October 23, 2014, meeting minutes were approved.

V. PUBLIC HEARINGS

None.

VI. REPORTS:

A. Subcommittee reports

Traffic Control Near Schools Subcommittee

The subcommittee was unable to meet due to scheduling conflicts, so the Traffic Commission will discuss next month whether to extend/reactivate the subcommittee past its expiration date coming up.

B. Update on status of I-5 construction activities

David Kriske will update the Commission on construction activities for the I-5 widening project.

David Kriske from CDD presented a video explaining current and upcoming I-5 freeway construction, and answered questions from the Traffic Commission.

C. Update on traffic calming for Alameda North Neighborhood Protection Program

Staff will update the Commission on the plan to install traffic calming devices in the area north of Alameda Avenue near the Talaria project to test the feasibility of cul-de-sacs at Alameda Avenue.

Staff discussed recent direction to install K-rails on certain streets in the Alameda NPP area. Mr. Terranova would like the Traffic Commission to revisit this issue once staff completes traffic counts and study of the area.

D. Review of criteria for public input to the Traffic Commission

Commissioner Barnes requested a review of the current protocol for public speakers at Traffic Commission meetings.

Ms. Barnes felt the Traffic Commission should only allow members of the public to speak either during the public input portion of the meeting (under oral communications), or during a public hearing, to bring more order to meetings. Most Commissioners felt they liked the current policy, which allows members of the public to speak during those two times, and also at the reports section of the agenda, if they so choose. The Commission decided to retain the current practice.

E. Discussion of pedestrian countdown traffic signal operation

The Commission requested a review of the operation of Pedestrian Countdown Traffic Signals, particularly the current operation at some intersections where the countdown operation recycles through walk to don't walk several times.

Staff described how pedestrian countdown traffic signals and timing work, and will check further with the Traffic Management Center staff to see if any other options are at the City's disposal.

F. Update on status of Victory Place widening

Staff will update the Commission on the status of Victory Place and configuration of the street after completion of the I-5 widening project.

Staff explained that a report was given to the City Manager with the pros/cons of widening Victory Place, and would let the Traffic Commission know of any further progress. Mr. Terranova moved (Mr. Malone seconded) to ask the City Manager to revisit a) the letter sent to the City Manager in September 2012 by the Traffic Commission to widen the Victory Place undercrossing and b) the report given to the City Council in April 2013. The Commission would like a response to its request by the January Traffic Commission meeting, if possible. Motion passed unanimously.

G. Traffic control signs adjacent to schools

There are 32 intersections adjacent to schools that do not have multi-way stop controls. Staff will summarize those locations for further discussion in December.

Staff will communicate with schools in the City, and bring back data and recommendations to the Traffic Commission at the December 2014 meeting.

VII. REVIEW OF FUTURE AGENDA ITEMS:

The Traffic Commission identified five potential items for the December meeting:

- 1) Further discussion of pedestrian countdown traffic signal operation
- 2) Review of traffic control signs adjacent to schools (4-way/3-way stops)
- 3) Request from residents at 1340 N Avon re: parking restriction signs near their address
- 4) Continuation of the Traffic Controls Near Schools Subcommittee.
- 5) Results of 1-hour parking sign changes on the 3400 block of W Magnolia Blvd

VIII. ADJOURNMENT:

The meeting adjourned at 6:36 pm.

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FROM

1790 TO 1860

BY

JOHN

W. FOSTER

OF

THE

AMERICAN

ANTI-SLAVERY SOCIETY

NEW YORK

1860

memorandum

DATE: December 3, 2014

TO: Mark Scott, City Manager

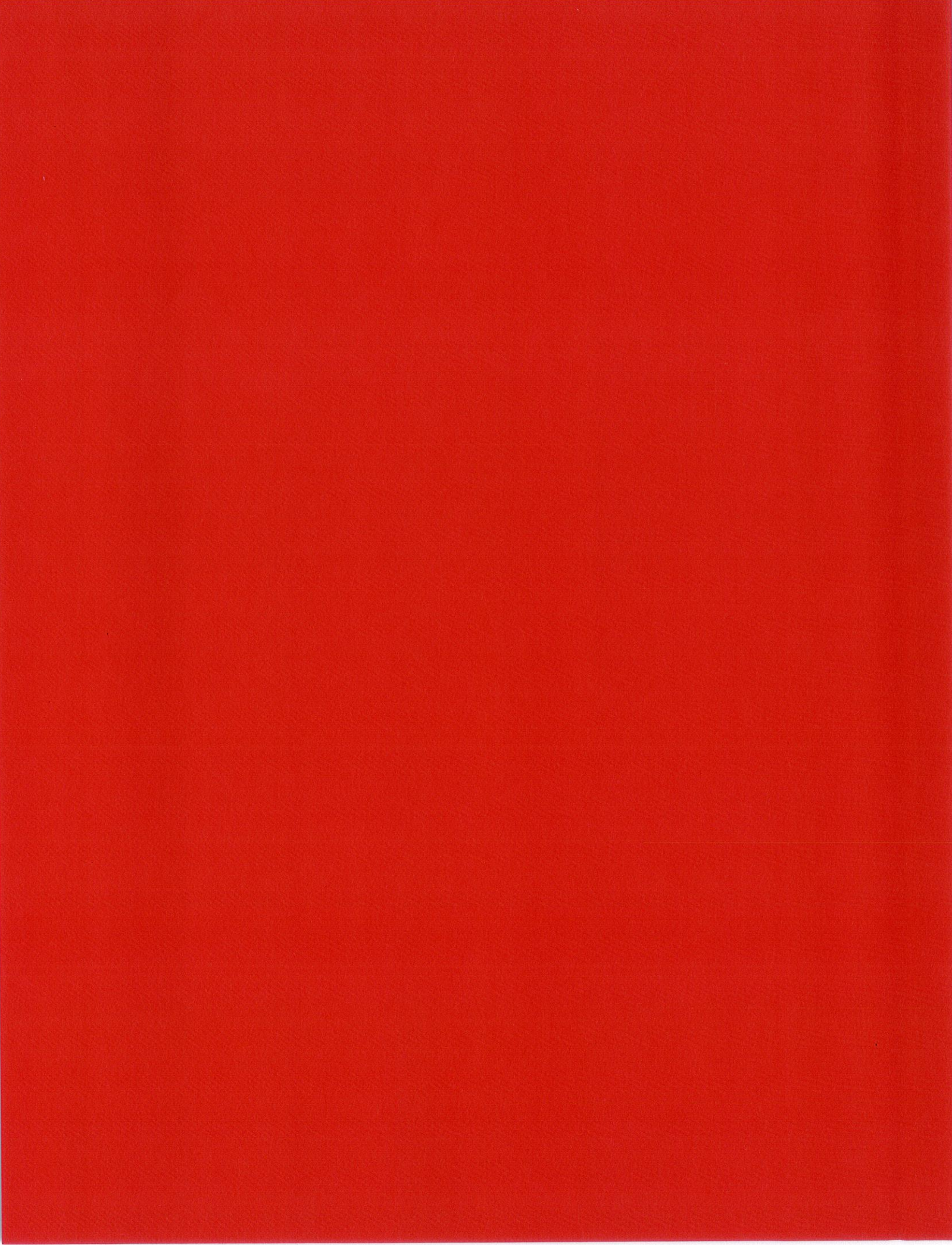
FROM: Joy R. Forbes, Community Development Director 

SUBJECT: Landlord-Tenant Commission Meeting – December 1, 2014

- Staff provided a Meeting Procedures overview for the Commission including the process for voting on Minutes and other matters of the Commission; cancelling a meeting due to lack of quorum; a reminder on the attendance policy; and the duties when chairing the meeting. The Commission discussed these areas in detail, and directed staff to use their best judgment in scheduling special meetings for the Commission if circumstances arise such as an extraordinary number of Landlord or Tenant Questionnaires.
- One Tenant Questionnaire was submitted and Subcommittee Member Hasenstaub will be the lead in following-up on the case.
- As requested last month, staff provided the informational handouts on garages and second dwelling units along with the appropriate sections of the Burbank Municipal Code. The Commission would like an update from staff once the City Council adopts an ordinance amending the Burbank Municipal Code related to the definitions for residential uses. The Commission is interested in the requirements for renting out a room in a single-family home.

14 DEC -3 10:18

CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT





**CITY OF BURBANK
CIVIL SERVICE BOARD**

NOTICE

The regular meeting of the Civil Service Board will be held on **December 3, 2014** at **4:30 p.m.** in the **City Hall Council Chambers – 275 East Olive Avenue**. Support documents of items on this Agenda may be obtained from the Management Services Department or by visiting the City's website at www.burbankca.gov. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

AGENDA

1. **Roll Call**

2. **Additional Agenda Items**

None

3. **Open Public Comment Period of Oral Communications**

OVERVIEW: During this period of Oral Communications, the public may comment on any matter concerning Civil Service business, and/or any items on the agenda.

Ms. Dolan mentioned that this would be Terry Stevenson's last meeting as he will be retiring

4. **Approval of Minutes**

OVERVIEW: Regular meeting of November 5, 2014.

RECOMMENDATION: Approve as submitted.

Approved 3-0 Mr. Doyle abstained

5. **Proposed Amendments to Classification and Pay Plan**

None.

None

6. **Recruitment and Selection Report – November 2014**

Note and file

OVERVIEW: The Recruitment and Selection Report is submitted to the Board to reflect the activity occurring during a specified month in the Recruitment and Selection section of the Management Services Department–Human Resources Division.

RECOMMENDATION: Note and file.

7. **Appointments and Assignments**

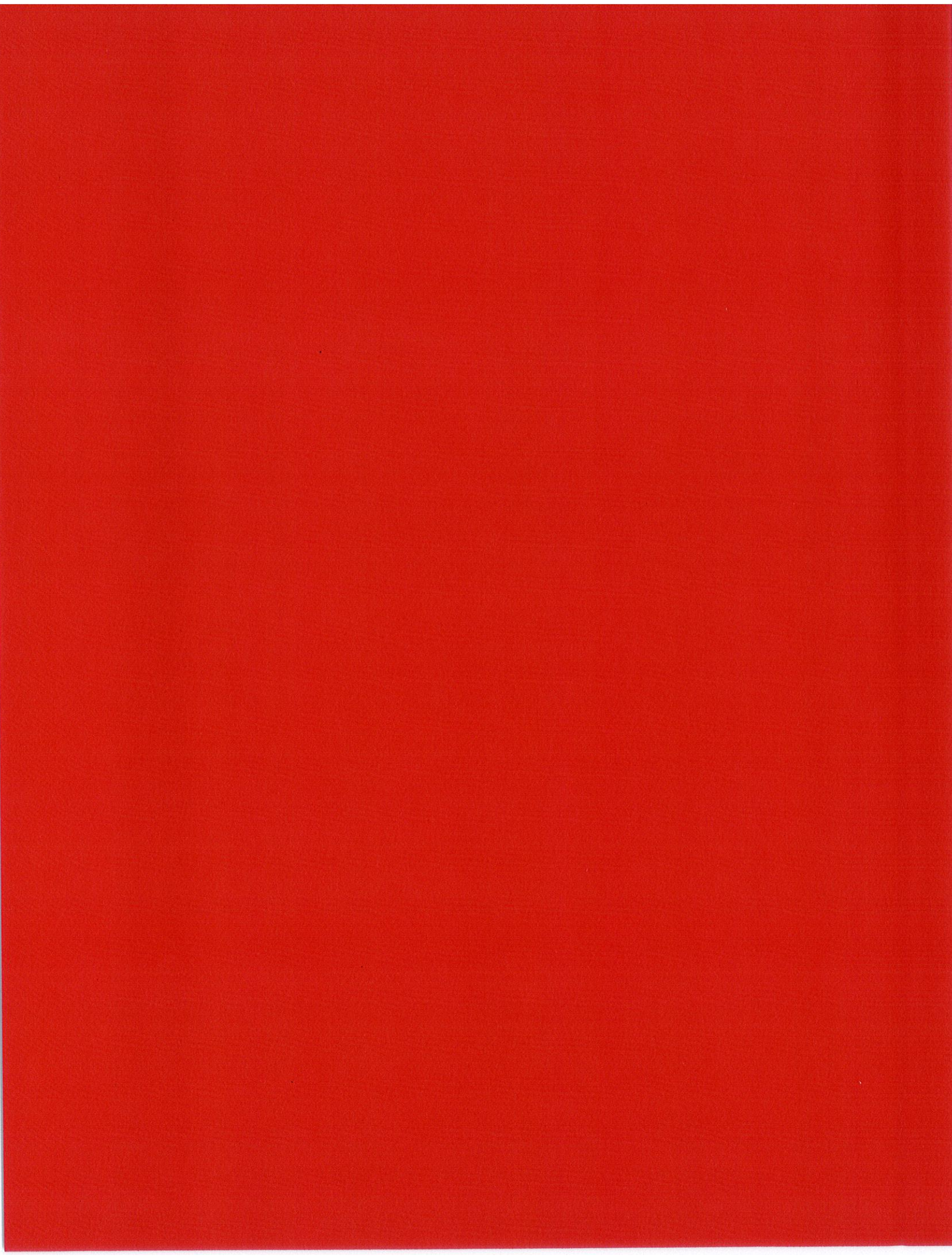
Approved 4-0

OVERVIEW: For the month of December 2014, there is one temporary appointment extension needed that is being sought on behalf of Burbank Water and Power.

RECOMMENDATION: Discuss and approve.

8. **Adjournment**

If you have any questions about any matter on the agenda, please call the Management Services Department at (818) 238-5026. This facility is disabled accessible. Auxiliary aids and services are available for individuals with speech, vision or hearing impairments (advanced notice is required). Please contact the ADA Coordinator at (818) 238-5424 voice or (818) 238-5035 TDD with questions or concerns.

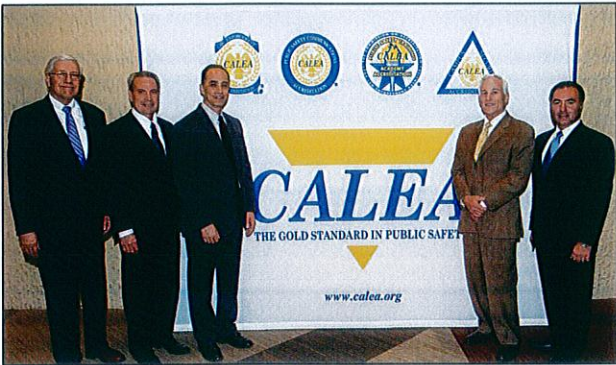


CITY MANAGER'S OFFICE CITY NOTES

Important Updates for the Burbank City Council

December 5, 2014

CALEA Accreditation Awarded



The Burbank Police Department was awarded the Advanced Law Enforcement Accreditation by the Commission on Accreditation for Law Enforcement Agencies (CALEA) on November 22, 2014, in Albuquerque, New Mexico. This coveted award is considered the highest standard of excellence in law enforcement. With this accreditation, the Burbank Police Department becomes the second municipal law enforcement agency in Los Angeles County to be accredited and joins an elite class of accredited law enforcement agencies that represent less than three percent of all law enforcement agencies in the country. In attendance were City Manager Mark Scott, Deputy

Chief Tom Angel, Captain Ron Caruso, Chief Scott LaChasse, and Lieutenant Armen Dermenjian.

BWP General Manager Receives Award

Burbank Water and Power General Manager Ron Davis was recently awarded the Operations Leader of the Year for the Small Utility Category. The award recognizes utility executives for their Knowledge, Innovation, Technology, and Excellence (KITE) in leadership. The KITE Awards are considered the utility industry's premier recognition program for IT, Customer Service, and Operations executives.



New Helicopter for the Police Department



The Burbank and Glendale Police Departments Joint Air Support Unit received a new MC520N helicopter. This aircraft is equipped with state-of-the-art equipment, including map and GPS systems and a rotor-less tail to reduce noise, which will enhance the effectiveness and efficiency in responding to service calls.

Retired and Senior Volunteer Program Recognition Luncheon

On November 19, 2014 the Parks and Recreation Department hosted its annual Retired and Senior Volunteer Program (RSVP) Recognition Luncheon at the Castaway Restaurant to honor its 656 dedicated volunteers who serve 32 nonprofit organizations and public agencies. 339 volunteers, guests and dignitaries attended the luncheon, which also included a presentation of the awards and gifts, as well as entertainment. During the recognition, a symbolic check in the amount of \$3,729,643.00 was presented to Council Member Emily Gabel-Luddy and City Manager Mark Scott. This amount represents the estimated value of the 141,114 hours of service donated by the RSVP volunteers throughout the year.



BPD Adds Two Electric Motorcycles



The Burbank Police Department has added two Zero electric motorcycles to its existing fleet of traffic enforcement vehicles. The integration of the dual purpose electric motorcycles will provide the Department with the ability to expand existing enforcement efforts, which will improve the level of service BPD provides to the community. The Burbank Police Department continuously looks for opportunities to introduce new technology when practical and applicable. The addition of the

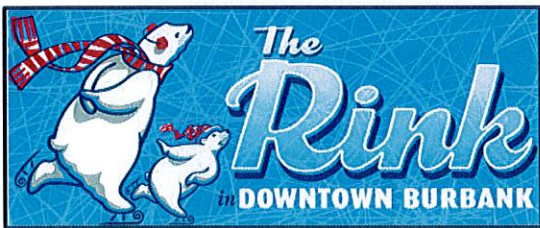
new electric motorcycles will put the City of Burbank out in front of partner law enforcement agencies as a pioneer in the implementation of this new technology.

Burbank Passes CHP Inspection with Flying Colors

During a recent California Highway Patrol annual bus terminal inspection, the Public Works Department Fleet Division, in conjunction with the Community Development Department Transportation Division, received another satisfactory rating. This is the fifth year in a row the City has received this rating and was not issued corrective citations. The inspecting CHP Officer expressed his confidence in Burbank's fleet maintenance efforts pertaining to vehicle maintenance, documentation, and the organization and preparedness of vehicle files. The officer commented that he was very pleased with Burbank's program and was very impressed with the condition of the buses, considering all the odometers read over 100,000 miles. Burbank's Fleet Division personnel do a tremendous job keeping the buses on the road and in great mechanically safe condition.



The Rink in Downtown Burbank Now Offering Skating Lessons



Downtown Burbank's newest holiday tradition has returned for eight weeks of outdoor ice skating and now features skating lessons. Beginning December 20th, 2014, children and adults of all ages can learn to skate right in Downtown Burbank with lessons hosted by Burbank's own Pickwick Ice Arena and their professional skating instructors. Classes are \$20 each, and include admission to the 90 minute skate session. More information on The Rink and skating

lessons can be found online at www.DTNBUR.com.